REGISTRATION & RECOGNITION PROCESS
2017-2018 Academic Year

The Department of Greek Student Engagement & Development is committed to the achievement and continuing improvement of the fraternity and sorority community. The Registration & Recognition Process (R&R Process) will serve as the initial recognition of a fraternity or sorority chapter on campus, as well as the community's assessment process of achievements and areas of improvement.

Through the R&R process, fraternity and sorority members will invest in a robust program that encourages engagement with their chapter, and the campus and local community in programming that will enhance the co-curricular learning experience. The planning and engaging in values-based programs exposes students to diverse ideas and perspectives, life skills, helps them to building relationships, and develop their own identity and purpose. Arthur Chickering's Theory of Identity Development (1969) speaks to this learning and growth for students. Alexander Astin's Theory of Involvement (1985) speaks to the idea that students who invest in their curricular/co-curricular learning tend to persist at greater rates than those who do not. Through this program, fraternity and sorority students and chapters have the ability to be transformed by the developmental process of learning through programs, planning, and goal-setting. The fraternity and sorority community at Western Carolina University has unique opportunities to gain experiences above that of students who are not affiliated.

The R&R process is built to meet the needs of each fraternal organization. A national organization's programming requirement should also meet the needs of the Department's programming standards. This will thus allow chapters to progress in meeting organizational goals and requirements.

This process involves eight minimum standards outlined below, with three major areas:

1. Registration – Roster update, officer/advisor update, certificate of liability, constitution/bylaws, new member education Program & Plan, goal-setting;

2. Areas of Assessment – Values-based programming, Chapter Development Plan, and Team Engagement;

3. Assessment Process –Year in Review Presentation.

Minimum Standards

Area of Assessment	Requirement	Non-Compliance
Registration	• Roster update – Submit on official form which can be found at http://greek.wcu.edu. Grade reports will not be released until all rosters, officers, and advisors are updated. • Officer/advisor update • Certificate of liability • Constitution/bylaws (if changes have been made since the previous submission) • New Member Education Program & Plan if changes have been made since the previous submission • Update dues structure and membership requirements if changes have been made	Chapter not in good standing (until unfinished components are complete)
Values-Based Programming	80% of chapter membership must attend at least four programs over the course of the academic year. For example, at 50 active members, 40 members would need to attend four programs over the course of the year. All 40 members do not have to attend the same events, nor does it have to be the same 40 members who attend all four programs. Qualifying programs include: campus or community events or chapter hosted events (open or closed) that feature a professional and fall within the community values.	Chapter not in good standing (until unfinished components are complete)
Chapter Development	• Work with assigned GSED professional staff member on Chapter Development Program. Chapter leadership will meet regularly with GSED staff member on Chapter Development Plan • Submission of Chapter Development self-assessment worksheet by 2nd meeting with GSED staff member	Chapter not in good standing
Team Engagement	• Teams, consisting of 3-4 chapters, will plan one risk management program per year (50% attendance per chapter)	Chapter not in good standing (until unfinished components are complete)
Leadership Programming	Attend fall and spring leadership events provided by Greek Student Engagement and Development. If those required have an excused absence, they must send someone else from their chapter in their place.	Chapter not in good standing (until unfinished components are complete)
Council Engagement	• The chapter delegate must attend 80% IFC/PHC/NPHC meetings. If they should be absent, they must send a representative their place. Every chapter must be represented - attendance requirements will vary and be determined by the individual council executive standard/rule. • The chapter must be represented at ALL council events (all educational, recruitment, or programming event hosted by the Council)	Chapter not in good standing (until unfinished components are complete)
New Member Education Day	All new members must attend "New Member Education Day." Students with class conflicts should notify the Department, and any other absences must be discussed with GSED staff no later than one business week before the event.	Chapter not in good standing (until unfinished components are complete)
Year in Review Presentation	Present "A Year in Review" presentation to the R&R Review Committee in the spring semester	Chapter not in good standing (until unfinished components are complete)

Detailed Description of Areas of Assessment

Registration

The registration process is the initial recognition of a fraternity or sorority at Western Carolina University. In order to be recognized all of the following items must be completed and received by the Department of Greek Student Engagement and Development (GSED) by their respective due dates (first Friday of the semester):

- Roster update – Submit on official form which can be found at http://greek.wcu.edu. Grade reports will not be released until all rosters, officers, and advisors are updated.
- Officer/advisor update
- Certificate of liability
- Constitution/bylaws (if changes have been made since the previous submission)
- New Member education plan – September 5th(if changes have been made since the previous submission)
- Update dues structure and membership requirements if changes have been made

Values-Based Programming

Values-Based programming is based in our community values: Accountability, Community and Civic Engagement, Inclusion and Social Justice, and Personal Growth. We aspire to have every chapter member attend at least one program related to every value during their undergraduate fraternal experience. The goal is for members to attend programs that are meaningful to them rather than require large numbers of a chapter's membership to collectively attend any one program.

- 80% of chapter membership must attend at least four programs over the course of the academic year. For example, at 50 active members, 40 members would need to attend four programs over the course of the year. All 40 members do not have to attend the same events, nor does it have to be the same 40 members who attend all four programs.
- Qualifying programs are as follows: Campus or community events or chapter hosted events that fall within the values and feature a professional. The Department will provide a list of events and any additional events may be discussed and approved by a GSED staff member. A professional is defined as someone employed in the field related to the program topic - typically not an undergraduate student. Consult with GSED staff with unique situations.
- Attendance sheets will be provided to each chapter. For verification, when members attend any values-based programming, be sure to have them complete the designated attendance sheets. The host department/professional must also sign. For attendance sheets, click here.

To view the types of programs accepted under each value click here.

Chapter Development Plan

As a component of the overall Greek recognition process, each chapter will participate in the chapter development process. This process will involve individual work with a Greek Student Engagement and Development staff member to work toward meeting chapter-specific goals, building on chapter strengths, and tackling areas requiring improvement. GSED staff will track progress, provide support and resources throughout the year to chapters based on their individual needs. This process is intended to add an additional level of support and advising for chapters and provide a targeted approach to chapter development. A GSED staff member will contact the president of their assigned chapter prior to the start of the fall semester to

schedule an initial meeting. The chapter president and any other executive officers may attend this initial meeting. For the Chapter Development Program worksheet [click here.](#)

This worksheet will review chapter goals to include recruitment and philanthropy goals. With the assistance of the GSED staff, the President will set strategies, action steps, and outcomes for each goal. Based on the analysis of your worksheet, GSED staff will then determine the level of support provided to your chapter. Support will include regular progress meetings with the chapter president (no more than once per week, no less than twice per semester); Involvement in chapter functions, meetings, executive meetings, mediation sessions, assistance in program development, goal setting, facilitating training opportunities, etc. This support is intended to help chapters, not burden them. Use this opportunity to communicate with your GSED staff member about your chapter's needs so that you gain the most from this experience.

Outcomes:
This experience is intended to result in chapter growth and development over the academic year. The focused attention will allow chapters to consider their individual needs, characteristics, strengths and build upon those concepts to create more sustainable chapters. By exploring chapter values, strengths and establishing individualized goals, chapters will ultimately be able to clearly articulate their role and purpose within the Greek community and Western Carolina University.

Team Engagement

The purpose of team engagement is to create unity among the council and develop collaboration skills.   This group is encouraged to host events and functions together outside of the minimum standards. Additional events hosted by a team could be for the group specifically or open to the campus community. It would be a great opportunity for teams to co-host events, do service together, or enjoy movies and sporting events as a group. Team accountability allows fraternity and sorority members to develop cross-council knowledge while also relying on each other to organize, execute, and fulfill minimum standards related to the Registration and Recognition Process.

Year in Review Presentation

The Review Committee will be comprised of four (4) members (one faculty member, one staff member, one affiliated student – not from the same council as the chapter being reviewed, and one non-affiliated student). The Greek Student Engagement and Development staff will provide the review committee with an initial report that of information related to a chapter's attendance for programming, a staff developed report of a chapter's achievement toward their Chapter Development Plan, and if the chapter is "Not in Good Standing" or, if they are eligible for "Chapter of Excellence." The staff will then collect the reviews of the committee and determine award recipients. "A Year in Review" will include the following items:

- Overall compliance with R&R standards and its relevance/importance to your chapter
- Percentages of attendance in each area of programming and examples of programs attended
- Review Chapter Development Plan and display ways in which the chapter achieved goals or made progress toward them; Also, include information related to
    - Service and philanthropy
    - Recruitment and retention
    - Areas of chapter management improvement
- Review programs and functions with team

- Review what went well throughout the year and what could be improved

This is an opportunity to showcase your chapter at Western Carolina University. Include anything that highlights the positive impact the chapter has had on campus or the greater community, as well as any major accomplishments.

Chapter Standing

The areas of assessment will determine the standing of chapters and many of the awards distributed in the spring semester. There are three levels of standing:

- Chapter of Excellence (Chapters which exceed minimum standards)
- Good Standing (Meets minimum standards)
- Not in Good Standing (Chapters completed the registration packet but did not complete *all* other minimum standards) – GSED staff will notify I/HQ and will consult on action steps needed to complete outstanding requirements.

Chapter of Excellence

A Chapter of Excellence is one that goes above and beyond the "minimum standards." A Chapter of Excellence will have completed *all* of the above minimum standards, and at least three of the following (must involve at least two categories):

- Values Based programming requirement consists of community-wide programs for at least half of the 80% involvement in at least two categories
- Achieve an annual chapter goal
- Demonstrate a commitment to a community organization or cause by engaging in at least five volunteer opportunities with at least 50% of your membership participating over the course of the year.
- Achieve a Fall semester GPA above the all-campus average.
- Win an award from the national organization.
- Campus Involvement (50%-chapter participation at a campus event – examples below)
  For example: Dance Marathon, Relay for Life, Tuck River Clean Up
- Plan additional functions with team chapters (discuss with GSED staff member prior to the function)

Only chapters of excellence will be considered for Chapter of the Year. Chapters should submit additional programming information for any of the aforementioned programs in an online submission form and must include at least one photo of chapter members at the event.

Not in Good Standing

Not in Good Standing is a year-long probationary period where the chapter must complete the standards not met in the previous academic year in addition to the current cycle of minimum standards. It will be at the discretion of the Greek Student Engagement & Development staff to determine how the minimum standards will be completed. Continued failure to meet the minimum standards will result in a conversation with advisors and HQ staff to develop a compliance plan going forward which could eventually lead to a conversation about recognition status. All discussions about recognition status will be inclusive of Greek Engagement staff, advisors, and Headquarters. Length of time and stipulations will be discussed and agreed upon by all parties above.