The Student Organization Administration & Review Committee

Student Organization Annual Review Evaluation Rubric

The purpose of this evaluation rubric is to assist the Administration & Review Committee members in analyzing the complex Student Organization Annual Review. After evaluation of an area is complete, evaluators will assign the student organization a score based on this rubric. Based on the sum of all area scores, the student organization will receive an overall evaluation of “Exceeds Expectations”, “Meets Expectations”, “Meets Expectations with Provisions”, or “Does Not Meet Expectations”.

The following rubric is divided into three areas: Main Core, Ancillary Core, and Auxiliary. Main Core areas are considered to be the most reflective and critical areas upon which organizations are being evaluated and compose up to 60% of an organization's overall evaluation. Main Core areas include an organization's Self-Report, Assessment Forms, and Advisor Feedback. Ancillary Core areas are considered essential to supporting an organization’s performance/administration and compose up to 40% of an organization's overall evaluation. Ancillary Core areas include CCC Site Review, Registration, and Fall Leadership Training Attendance. All student organizations will receive scores in both Main and Ancillary areas. Auxiliary areas are considered non-essential but reflective areas of an organization’s performance. Auxiliary areas are non-mandatory and, as such, some organizations will not have scores in some areas.
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Main Core Areas

The Self-Report
In order to receive an evaluation of “Exceeds Expectations”:

- Include a full and detailed explanation of how the organization met its mission.
- Show that the organization reviewed its constitution in the past three years.
- Show participation in leadership programs or workshops beyond the Fall and Mid-Year Leadership Trainings.
- Show transitionary processes which include both documents and a shadow period.
- Indicate high member numbers for activity of organization.
- Indicate a high level of member engagement opportunities for the mission category.
- Show a robust level of member recruitment and thought out retention strategies.
- Demonstrate that performed activities are appropriate to the organization’s mission and go above and beyond in how they have impacted campus with specific examples given.
- Show greatest accomplishments/challenges which are unique and clearly articulated.
- Submitted on time.

In order to receive an evaluation of “Meets Expectations”:

- Answer all questions appropriately.
- Include an explanation of how the organization met its mission, but lacks full detail.
- Show that the organization attended the Fall and Mid-Year Leadership Trainings.
- Show that the organization’s Executive Board meets at least once a week (Note: it may be acceptable for organizations of some categories to indicate a different number in their meeting frequency).
- Show transitionary processes which include either documents (and upload the documents with the SOAR) or a shadow period.
- Indicate an appropriate level of member engagement opportunities for the mission category.
- Indicate an average level of member recruitment and retention strategies.
- Demonstrate that performed activities are appropriate to their mission with specific examples given.
- Show greatest accomplishments/challenges which are clearly articulated.
- Cite specific examples as to how the organization contributes to the campus and community.
- Submitted on time.

In order to receive an evaluation of “Meets Expectations with Provisions”:

- Answer all questions, though some questions may not be fully answered or answers cannot be understood.
- Answer the officer transition question with “Other”, but does not include an explanation.
- Indicate that the organization’s Executive Board meets bi-weekly (Note: this may be acceptable for some categories of organizations).
- Indicate a different active member number and CCC roster number with no explanation for this.
- Indicate a low opportunity for member engagement.
- Indicate minimal member recruitment and little or no retention strategies.
- Demonstrate that performed activities are not aligned with mission or no specific examples are given.
- Show greatest accomplishments/challenges, but are not clear or specific.
- Indicate an affiliate but do not include their activities in the self-report.
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In order to receive an evaluation of “Does Not Meet Expectations”:
- Provide the organization’s mission statement, but does explain how the organization met its mission.
- Show that the organization has never reviewed its constitution.
- Show that the organization did not attend the Fall Leadership Training.
- Indicate that the organization's Executive Board meets monthly (Note: this may be acceptable for some categories of organizations).
- Show that neither transition documents or a shadow period are incorporated into the transition process.
- Indicate the organization does not have at least 6 active members.
- Indicate the organization has affiliates but there is no representation on the parent’s executive board.
- Demonstrate a lack of activities or no articulation of activities.
- Show greatest accomplishment/challenges but did not articulate plan to overcome.

Any organization which failed to submit a self-report will receive a “Does Not Meet Expectations” for the Self-Report evaluation.

Assessment Forms
In order to receive an evaluation of “Exceeds Expectations”, the organization must:
- Demonstrate effective utilization of its past activity reflection forms to better the organization and improve upon its programming/campus impact.
- Ensure the number of activity reflection form(s) submitted to the CCC is appropriate for the program(s) hosted.

In order to receive an evaluation of “Meets Expectations”:
- Ensure the number of activity reflection form(s) submitted to the CCC is appropriate for the program(s) hosted.
- Completed activity reflections demonstrate an analysis of assessed activities.

In order to receive an evaluation of “Meets Expectations with Provisions”: 
- Have completed activity reflection form(s) but did not appropriately reflect on the activities being assessed.
- Demonstrate attendance concerns regarding multiple events.
- Number of activity reflection forms does not match number of activities the organization held.
- (If a programming group) Have an assessment form for one GIM and for one ongoing activity, but does not assess any other events.

In order to receive an evaluation of “Does Not Meet Expectations”, the organization must:
- Demonstrate that programs/events seem to not be inline with the mission of the organization.
- Does not have activity reflection forms for events mentioned in self-report.
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Advisor Feedback
Advisor Feedback is gathered independently by Wilson Commons Student Activities from the student organizations’ Primary Advisor and provided to the Administration & Review Committee. Every organization will be assigned an evaluation of “Exceeds Expectations”, “Meets Expectations”, “Meets Expectations with Provisions”, or “Does Not Meet Expectations” by their Primary Advisor.

Main Core Areas Evaluation and Point Scheme
Any organization which failed to submit a self-report on time will not be eligible to receive an “Exceeds Expectations” for the overall evaluation, regardless of the final score total.

Any organization which failed to submit a self-report will automatically receive a “Does Not Meet Expectations” for the overall evaluation, regardless of the final score total.

Any organization which receives an evaluation of “Does Not Meet Expectations” in any one of the main core areas shall not be eligible to receive either “Exceeds Expectations” or “Meets Expectations” for the overall evaluation, regardless of the final score total.

Any organization that failed to attend either the Fall Leadership Training Business Manager Session (or Makeup Business Manager Session) or ended the fiscal year with a negative balance will not be eligible to receive an “Exceeds Expectations” for the overall evaluation, regardless of the final score.

- **Exceeds Expectations:** 20 Points
- **Meets Expectations:** 15 Points
- **Meets Expectations with Provisions:** 10 Points
- **Does Not Meet Expectations:** 0 Points

Ancillary Core Areas

**CCC Site Review (for 2019 the review will be conducted beginning December 16th)**
- 0 points - The site has over 50% of the placeholder text still showing
- 5 points - The site has the basics set up (logo, about us, website cover photo, officers)
- 10 points - The site has been customized over and above the basics (basics + photos, events, newsletters, etc.) or is being directed to an URL with accurate, updated information.

**Registration**
- The organization completed the annual registration on time: 15 points
- The organization completed the annual registration within the first deadline extension: 10 points
- The organization completed the annual registration within the second deadline extension: 5 points
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- The organization did not complete the annual registration: 0 points

**Fall Leadership Training**
- The organization sent 3 or more officers to the Fall Leadership Training: 15 points
- The organization sent 2 officers to the Fall Leadership Training: 12 points
- The organization only sent 1 officer to the Fall Leadership Training: 5 points
- The organization did not send any officers to the Fall Leadership Training: 0 points

**Ancillary Core Areas Evaluation**
Any organization which fails to receive any points in any one of the ancillary core areas shall not be eligible to receive “Exceeds Expectations” for the overall evaluation, regardless of the final score total.

**Axillary Core Areas**

**Activities Fair Attendance**
- The organization attended both the September 2019 and January 2019 Activities Fair: 6 points
- The organization attended either the September 2019 or January 2019 Activities Fair: 3 points
- The organization did not attend either Activities Fair: Points Not Applicable

**Storage Review**
The storage review is performed independently by Wilson Commons Student Activities and occurs 3 times per year (July, Nov and March). A score of “Satisfactory”, “Needs Improvement”, or “Unsatisfactory” is provided to the Administration & Review Committee. For organizations that maintain a storage space, the last 2 reviews are used to assess the organization.
- Satisfactory or no storage space: Point Not Applicable
- Needs Improvement: -1 points
- Unsatisfactory: -3 points

**Group Travel**
The group travel assessment is performed independently by Wilson Commons Student Activities and is based on the organization’s interactions with the Travel Coordinator and how well organizations have adhered to travel policies. An evaluation of “Exceeds Expectations”, “Meets Expectations”, “Meets Expectations with Provisions”, or “Does Not Meet Expectations” is provided to the Administration & Review Committee. Groups that do not travel are automatically exempt.
- Exceeds Expectations: 3 points
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- Meets Expectations: 1 point
- Meets Expectations with Provisions: -1 point
- Does Not Meet Expectations: -3 points

ARC Violations
Organizations which have been issued violations by the Administration & Review Committee will have a negative score assigned based on the type of violation received.
- Administrative Warning: -5 points
- Administrative Probation: -10 points
- Administrative Suspension: -15 points
- Loss of Privileges: -8 points

SAAC Violations
Organizations which have been issued violations by the Students’ Association Appropriations Committee will have a negative score assigned based on the type of violation received.
- Repeated failure to adhere to SOPO policies and guidelines related to procurement (including all travel-related expenses, credit card purchases, etc.): -3 points
- Missing Receipt: -2 points
- Late Credit Card: -2 points

Overall Evaluation
The overall evaluation is based on the sum of the score achieved in every category under review. As noted above, certain evaluations or scores in a particular area may have an overarching effect on the overall evaluation. In general, the overall evaluation shall be assigned according to the below:

Final Score Total: Overall Evaluation
0 points - 54 points: Does Not Meet Expectations
55 points - 74 points: Meets Expectations with Provisions
75 points - 94 points: Meets Expectations
95 points and above: Exceeds Expectations