



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 composes up to 60% of an organization's overall evaluation. Main Core areas include an organization's Self-Report Score, Assessment Forms, and Advisor Feedback. Ancillary Core areas are considered essential to supporting an organization's performance/administration and composes up to 40% of an organization's overall evaluation. Ancillary Core areas include CCC Site Review, Registration, and Fall Leadership Training Attendance. As completion of all Main and Ancillary Core areas are mandatory across all student organizations, all student organization will receive scores in these areas. Auxiliary areas are considered non-essential but reflective areas of an organization performance administration. Auxiliary areas are non-mandatory and, as such, some organizations will not have a score in varying areas.



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Main Core Areas

The Self-Report

In order to receive an evaluation of “Exceeds Expectations”, the self-report must:

- Include a full and detailed explanation of how the organization met its mission.
- Show that the organization reviewed its constitution.
- Show participation in leadership programs or workshops beyond the Fall and Mid-Year Leadership Trainings.
- Show transitional processes which include both documents and a shadow period.
- Indicate high member numbers with a high level of engagement.
- Show a robust level of member recruitment and thought out retention strategies.
- Demonstrate that performed activities are appropriate to 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.
- Have been submitted on time.

In order to receive an evaluation of “Meets Expectations”, the self-report must:

- 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.
- Indicate that the organization’s Executive Board meets at least once a week.
- Show transitional processes which include either documents or a shadow period.
- Indicate an appropriate level of member engagement opportunities for the 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.
- Include uploaded documents which are reflective of contributions.

In order to receive an evaluation of “Meets Expectations with Provisions”, the self-report must:

- 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 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.
- Include uploaded documents not inline with listed contributions or accomplishments.

In order to receive an evaluation of “Does Not Meet Expectations”, the self-report must:

- Provide the organization’s mission statement, but does explain how the organization met its mission.
- Show that the organization has never reviewed its constitution.



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- 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 transitional process.
- Indicate the organization does not have at least 12 active members.
- Indicate no member recruitment and retention strategies.
- Demonstrate a lack of activities or no articulation of activities.
- Show greatest accomplishment/challenges but did not articulate plan to overcome.
- Included uploaded documents which are not relevant.

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

Assessment Forms and Activity Reflections

In order to receive an evaluation of "Exceeds Expectations", the organization must:

- Demonstrate effective utilization of its past assessment form(s) to better the organization and improve upon its programming.
- Submitted assessment forms/activity reflections for all registered events and some events that did not require event registration.

In order to receive an evaluation of "Meets Expectations", the organization must:

- Demonstrate critical analysis of hosted program(s), including what could be improved upon in the future and whether an event should occur again
- Number of assessment forms/activity reflections matches number of events registered.

In order to receive an evaluation of "Meets Expectations with Provisions", the organization must:

- Have completed assessment form but did not appropriately reflect on the program being assessed.
- Demonstrate attendance concerns regarding multiple events
- (*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 in line with mission of the organization.

Any organization which failed to have accessible, public assessment forms at the time of review will receive a "Does Not Meet Expectations" for the Assessment Forms and Activity Reflections evaluation.

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



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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.

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

- Does the organization’s CCC site have a profile picture? Yes: 1 point / No: 0 points
- Does the organization’s CCC site have a description? Yes: 1 point / No: 0 points
- Does the organization’s CCC site have social media links? Yes: 1 point / No: 0 points
- Does the organization’s CCC site have a photo gallery that has been updated in 2018? Yes: 1 point / No: 0 points
- Does the organization’s CCC site have any past events in 2018? Yes: 2 points / No: 0 points
- Does the organization’s CCC site have officers listed? Yes: 2 points / No: 0 points
- Does the organization’s CCC site have an uploaded constitution? Yes: 2 points / No: 0 points

Any organization which fails to list their organization’s officers or upload a constitution will automatically receive zero points for the CCC Site Review, regardless of the area point total.

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
- The organization did not complete the annual registration: 0 points



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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 2018 and January 2018 Activities Fair: 6 points
- The organization attended either the September 2018 or January 2018 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

Transportation

The transportation assessment is performed independently by Wilson Commons Student Activities and is based on the organizations interactions with the Travel Coordinator and how well organizations have adhered to travel policies including group travel, charters, SA Vans, etc.. 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
- Meets Expectations: 1 point
- Meets Expectations with Provisions: -1 point
- Does Not Meet Expectations: -3 points



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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. The score scheme is available to organizations with violations by written request to the organization's Student Analyst as listed on the ARC section of the SA Government Website.

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. The score scheme is available to organizations with violations by written request to the organization's Student Analyst as listed on the ARC section of the SA Government Website.

Overall Evaluation

The overall evaluation is based on the sum of the score achieved in every area 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