

be relevant.

Fraternal Relevance Accreditation and Minimum Expectations

Kansas State University Greek Affairs, Interfraternity Council and Panhellenic Council

Developed in the fall of 2008 and implemented for the first annual review in the January 2009, the Kansas State University Fraternal Relevance Accreditation and Minimum Expectations process is a two-fold system of evaluating the member chapters of the Kansas State University Greek Community. The processes of reviewing chapters for the attainment of minimum expectations as well as chapter-focused outcomes holds purpose in ensuring local chapters are relevant to their national or international organization, the university and Manhattan community, the Kansas State University undergraduate student body and therefore is a relevant member of their governing council. All chapters are expected to take part in the annual review.

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relevant, the adjective, is defined by the ability of the object to connect with the matter at hand. Relevance is reflected by pertinence, appropriateness, suitability and fit. Things found relevant are applicable to social issues.

What is fraternal relevance? Why base accreditation and recognition around relevance?

Fraternal organizations, since their founding, have been the model and values-based organizations. Upon agreeing to membership, each individual brother or sister commits to living as best they can the creed, mission, symphony or object of their fraternity or sorority. Members commit to living a lifestyle reflective of noble ideals and values and therefore are often critiqued more harshly than the average college student.

In considering relevance, chapters at Kansas State University are not asked to look to other campus chapters as a measuring stick. Though many ideals and values may in fact be the same as those of other chapters, a slight difference in founding principles and current policy can mean result in a major difference in expected action. Instead, Kansas State University chapters are expected to demonstrate mission and action congruence. It's simple – do what you say you will do. Chapters and the members making up the chapter, in order that they are most relevant, should live up to and strive to better live up to their fraternal mission. If Kansas State University chapters are to be most relevant, they will set and achieve outcomes annually which strive to bring them more aligned with their organization's specific founding principles.

The Kansas State University Greek community wishes to ensure its relevance. Relevance of the community, however, can only be achieved by the actions of each individual chapter.

In this packet, you will learn more about:

Proposals for Chapter Accreditation

Evaluating and reviewing proposals

Minimum Expectations Review

Developmental Status

Suggested schedule of annual review and recognition

Example chapter proposal

Program outline

Proposals for Chapter Accreditation

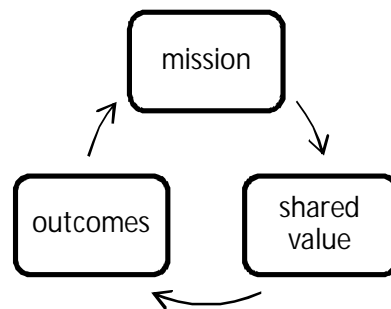
Each chapter will submit an Accreditation proposal annually between December and January to a committee of K-State stakeholders, for review by a group of Relevance Judges. The chapters' purpose in submitting this proposal is to seek accreditation.

Process for developing proposals

The criteria for accreditation are based on fraternal relevance as well as the mission and action congruence of each organization. The Accreditation Committee and Judges will attempt to evaluate and assess cultural influences and members outcomes rather than performance indicators.

Rather than creating a list of minimum standards, chapter's will review their own (inter)national organization's mission and prove that they are achieving outcomes in relation to their mission. Evaluation according to each organization's own (inter)national mission will create longevity and sustainable high standards.

Chapters should consider the mission of their (inter)national organization as they relate to shared values (areas of standards) when developing and exploring achievement of outcomes.



Areas of Standards

Chapters will be asked to reflect their performance in each areas of standard. Chapters should list outcomes pertinent to the area of standard (as reflected in the previous year's proposal), record action taken to achieve outcome, and set outcomes for the upcoming year. Standard areas include:

Sustainability

Recruitment of new members and retention of membership

Risk Management

Reduction of risky behavior and management of inherent risk

Academic Health

Achievement of scholastic endeavors and programs related to achievement

Membership Development

Education and development of current membership and preparation for membership of new members

Relationships

Cultivation of partnerships with alumni, headquarters/(inter)national organization, neighbors and interfraternal organizations

Engagement

Commitment of service, philanthropy, and campus leadership and involvement

Chapter Development

Management of property and chapter finances

Advancement

Assurance of and loyalty to vision and overall outstanding performance

Chapters will have the option to make their fraternity experience their own as long as it supports the mission of their organization and therefore reinforces fraternal relevance.

Developing Outcomes (from materials developed by Kimberly J. Novak, Arizona State University)

Outcomes development provides direction to chapter activities, and specifies how the chapter will demonstrate growth toward becoming and maintaining relevance. Outcomes describe what chapters and members are able to demonstrate in terms of knowledge, skills, and values upon completion of an experience. They serve as the foundation for evaluating the effectiveness of the student development process that is at the core of Greek Life.

Outcomes help to:

- Focus on behavior that is to be changed
- Serve as guidelines for growth content, instruction and evaluation
- Identify specifically what should be achieved/learned
- Convey to members exactly what is to be accomplished

Before chapter outcomes are written, chapter leadership should answer the following questions to help focus their planning & growth opportunities:

- Does the chapter's level of awareness need to be raised?
- Do they need to understand better the context in which the problem/issue exists?
- Are there things we need to unlearn?
- What are the most essential things we need to know or be able to do?
- What specific skills or strategies do we need?
- What are the obstacles we face in the chapter implementing new initiatives?
- What are the most important things we need to be able to do when we finish?

Characteristics of good chapter outcomes:

- The specified action by the chapter must be observable, measurable and performed by members. Who is to perform? What action they are to take? What result that must come from their action?

Focus on chapter & member behavior: Outcomes are about what members are able to demonstrate upon completion of a program or experience; not about what educators can provide during the program or experience.

Use simple, specific action verbs: "Students will be able to ...action verb...."

- Action verbs you should use: compile, create, plan, revise, analyze, design, select, utilize, apply, demonstrate, prepare, use, compute, discuss, explain, predict, assess, compare, rate and critique.
- Action verbs you should not use because they are unclear and open for interpretation: know, become aware of, appreciate, learn, understand, and become familiar with.

Sample outcomes:

- Members will be able to interpret and enforce the K-State Event Responsibility Policy.
- Chapter members will design fraternity events & activities that ensure the health and safety of members and guests.
- Chapter leadership will design academic development programs which include alcohol free housing, peer mentors and mandatory quiet study hours.
- Chapter will revise member education activities to involve all members and emphasize on service learning opportunities.
- Executive officers will create an alumni advisory group which will improve alumni involvement and fundraising efforts.

Evaluating and reviewing proposals

Proposals for Chapter Accreditation will receive a score in each of the areas of standards from Relevance Judges which will be submitted to the Accreditation Committee.

Relevance Judges

These professionals will be sought out and selected based on their relationship to other Kansas Greek communities and Peer Institutions. Professionals will be trained and demonstrate the following expectations:

- Commitment to and understanding of Fraternal Relevance
- Demonstrated expertise
- Integrity

- Interfraternal spirit

Accreditation Committee

An Accreditation Committee will be convened, comprised of Incoming and Outgoing IFC & PHC Presidents (4 persons), Alumni Fraternity Council President, Flint Hills Panhellenic Representative, Faculty/Staff Representative and Greek Affairs Staff (3 persons). The Accreditation Committee will consist of 10 persons in total.

Scoring of proposals

Chapters will be given a mark of Clearly Relevant, Relevant, Building Relevance, or Irrelevant in each of the Areas of Standards by the Relevance Judges. Scores will then be offered to the Accreditation Committee. If the Accreditation Committee agrees with the mark, the chapter's mark will stand. If any person on the Accreditation Committee disagrees with the assessment and feels that a closer look is necessary an investigation will begin.

Additionally, the Accreditation Committee will consider feedback offered through a public forum. The public forum will be available for K-State and Manhattan Community members to offer feedback on chapter operations and behavior.

Chapters believed to be underperforming in any of the Areas of Standards will be asked to develop a plan to build relevance in the underperforming area. The chapter is encouraged to work with chapter advising team and Greek Affairs to develop such a plan. Plans will be submitted to the Accreditation Committee for approval, which may include the encouragement for periodic check-ins.

Underperforming chapters must show signs of progress to achieve continued accreditation/remain in a developmental status (see "Developmental Status"). Progress is defined as meeting outcomes as outlined in plan to build relevance. Chapters underperforming for greater than 1 year without sign of progress will be further reviewed. The Accreditation Committee may recommend these chapters' recognition is removed by council of which membership is held.

Chapters whose relevance in its entirety is questioned by the Accreditation Committee may be immediately further reviewed. The Accreditation Committee may recommend these chapters' recognition is removed in an expedited manner.

Exemplary chapters in relation to relevance will be recognized via the Greek Awards program. (Inter)National Boards and/or (Inter)National Headquarters will be informed when a chapter demonstrates exemplary performance.

Regardless of the mark a chapter is offered, all chapters will receive feedback as appropriate from the advising Greek Affairs staff person. Feedback will consider remarks of the Relevance Judges and Accreditation Committee and be formatted to share with the chapter such items as areas for potential growth, tips for better presentation of the proposal, and areas in which the chapter is most successful performing.

Removing a Chapter's Recognition

The ability to remove the recognition of the chapter lies in the hands of the members of the council to which the chapter holds membership. In no situation is it possible for the Accreditation Committee to remove the recognition of the chapter, nor may Greek Affairs staff, or Interfraternity Council or Panhellenic Council Board of Directors. These entities may only offer recommendation a chapter's recognition is removed. Respect should be given to the recommendation of the Accreditation Committee as a recommendation is offered after careful consideration and review. In order that the Fraternal Relevance Accreditation and Minimum Standards program is found legitimate and fruitful, chapters should take serious the ability to hold chapters accountable and must expect the growth of brother and sister chapters.

Minimum Expectations Review

Several items will not be a part of the mission & action congruence assessment because they are minimum expectations that simply must be achieved. Minimum expectations are not an attempt at assessment, however an attempt to monitor basic chapter performance as well as offer opportunity for proper community record keeping. Items include the following:

- Chapters must maintain a 2.5 chapter grade point average. In the instance a 2.5 chapter grade point average is not met, the chapter must develop a plan to obtain a 2.5 chapter grade point average the following semester. (Chapters not obtaining at least a 2.5 chapter grade point average two consecutive semesters will be placed on developmental status as well chapters not submitting and utilizing plans to obtain a chapter grade point average when required by this minimum expectation.)
- Chapters must offer the timely payment of dues or develop a payment plan for payment with appropriate council.
- Chapters must submit all essential documents in accordance with Greek Affairs polices for effective and efficient office management.
- Chapters must attend appropriate council meetings, this includes attendance at council meetings in accordance with governing council's constitution/bylaws and all events deemed "mandatory" by the governing council and announced at least 4 weeks in advance of event.
- Chapters must maintain recognition as an official Kansas State University student organization.
- Chapters must have a listed and active faculty advisor, different from the primary advisor.
- Chapters must have a listed and active primary advisor, different from the faculty advisor.
- Chapters must have a listed and active house corporation president when property is owned or managed.
- Chapters must file appropriate documentation of annual safety inspections, such as fire inspections, health inspections, and other inspections deemed mandatory by the city, state, or county.
- Chapters must follow the crisis management plan.
- Chapters must demonstrate a connection with their (inter)national organization.

Failure to meet these minimum expectations will be place a chapter on developmental status.

Developmental Status

If a chapter fails to achieve accreditation they will be placed on a developmental status for 1 year. The chapter will be reviewed again at the end of the year and if no progress is made, the Accreditation Committee will recommend to their appropriate governing council the chapter loses recognition.

If a chapter fails to meet minimum expectations they will be placed on a developmental status for 1 semester. Chapters being put on developmental status as a result of not meeting minimum expectations are done so in congruence with the following guidelines:

- Chapters may only be placed on developmental status as a result of failure to comply with minimum standards at the end of a semester for the following semester.
- Chapters may come off developmental status at any time, should the chapter be able to show proof of meeting the minimum standard.
- Chapters will not be granted developmental status for greater than 1 semester.
- Chapters not resolving issues placing the chapter on developmental status at the conclusion of 1 semester may recommend to the appropriate governing council for lose of recognition.

Developmental status does not reflect the loss of chapter privileges, but instead reflects a time allocated for the growth and advancement of the chapter. Chapters placed developmental status are expected to work to areas in which they are underperforming. (Inter)National Boards and/or (Inter)National Headquarters will be informed when a chapter is placed on developmental status and for what reasons the chapter has been offered such status.

Suggested schedule of annual review and recognition

2008-2009

January 11th – 13th - Greek Leadership Retreat

Chapters will receive the Accreditation and Minimum Standards program guide and instruction from Greek Affairs staff.

January 14th – February 3rd

Chapters develop their Accreditation and Minimum Standards Proposal.

February 3rd

Chapter Accreditation & Minimum Standards proposals are due to Greek Affairs.

February 4th – 28th

Relevance judges review proposals and report their scores to the Accreditation Committee. Accreditation Committee meets to review the scores given by the relevance judges and score chapters based on their review.

March 1st – 15th

Chapters develop their plan to build relevance and submit them to the Accreditation committee for approval.

Late March

Plans to build relevance are approved by the accreditation committee and the chapter will begin implementing the plan.

April – December

Chapters receive periodic check-ins from the Accreditation Committee.

2009 and beyond

November 1st

Chapters will receive the Accreditation and Minimum Standards program guide.

November & December

Chapters develop their Accreditation and Minimum Standards Proposal.

December (finals week)

Chapter Accreditation & Minimum Standards proposals are due to Greek Affairs.

Winter Break

Relevance judges review proposals and report their scores to the Accreditation Committee.

Mid-Late January

Accreditation Committee meets to review the scores given by the relevance judges and score chapters based on their review. (Chapters will be reviewed in order from least relevant to clearly relevant according the previous year's scores).

February 1st – 15th

Chapters develop their plan to build relevance and submit them to the Accreditation committee for approval.

Late February

Plans to build relevance are approved by the accreditation committee and the chapter will begin implementing the plan.

March – December

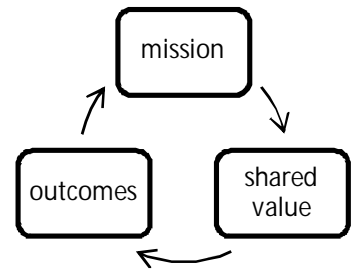
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Fraternal Relevance Accreditation and Minimum Standards

Kansas State University Greek Affairs, Interfraternity Council and Panhellenic Council

the program The Kansas State University Fraternal Relevance Accreditation and Recognition process is a two-fold system of evaluating the member chapters of the Kansas State University Greek Community. Chapters are reviewed for the attainment of minimum expectations as well as chapter-focused outcomes. The intent of the program is to ensure local chapters are relevant to their national or international organization, the university and Manhattan community, the Kansas State University undergraduate student body and therefore is a relevant member of their governing council. All chapters are expected to take part in the annual review.

accreditation proposal Chapters will submit an Accreditation proposal annually between December and January. Criteria for accreditation are based on fraternal relevance as well as the mission and action congruence of each organization. Those reviewing the proposal will evaluate and assess cultural influences and members outcomes rather than performance indicators. Chapters will review their own (inter)national organization's mission and prove that they are achieving outcomes in relation to their mission. Chapters should consider the mission of their (inter)national organization as they relate to shared values (areas of standards) when developing and exploring achievement of outcomes. Areas of Standards include sustainability, risk management, academic health, membership development, relationships, engagement, chapter development, advancement. Chapters will have the option to make their fraternity experience their own as long as it supports the mission of their organization and therefore reinforces fraternal relevance.



minimum expectations Several items will not be a part of the mission & action congruence assessment because they are minimum expectations that simply must be achieved. Minimum expectations are not an attempt at assessment, however an attempt to monitor basic chapter performance as well as offer opportunity for proper community record keeping.

chapter development and recognition recommendations Chapters will be given a mark of Clearly Relevant, Relevant, Building Relevance, or Irrelevant in each of the Areas of Standards. Additionally, the Accreditation Committee will consider feedback offered through a public forum. Chapters believed to be underperforming in any of the Areas of Standards will be asked to develop a plan to build relevance in the underperforming area. The chapter is encouraged to work with chapter advising team and Greek Affairs to develop such a plan. Underperforming chapters must show signs of progress to achieve continued accreditation/remain in a developmental status. Progress is defined as meeting outcomes as outlined in plan to build relevance. Developmental status does not reflect the loss of chapter privileges, but instead reflects a time allocated for the growth and advancement of the chapter. Chapters placed on developmental status are expected to work to improve in areas which they are underperforming. Chapters underperforming for greater than 1 year without sign of progress will be further reviewed. The Accreditation Committee may recommend a chapter's recognition is removed by the council of which membership is held. Exemplary chapters in relation to relevance will be recognized via the Greek Awards program.

points to consider ► The first action items of the 2007-2012 K-State Greek Strategic Plan called for the development of a "minimum standards document inclusive of chapter-specific action plans," the creation of "a diagnostic tool to assess chapter performance and operation against their stated mission," and the revamping of "annual awards to reflect recognition of success with organizational and community mission." (Mission and Action Congruence, points 1-3) The Fraternal Relevance Accreditation and Minimum Standards program will appease these three strategic issues and support the achievement of many others.

- The Fraternal Relevance Accreditation and Minimum Standards program establishes shares metrics and a shared focus area while allowing chapters flexibility as decide how to best build and grow this own programs.
- It is believed the Fraternal Relevance Accreditation and Minimum Standards program will aid chapters in preparing for their (inter)national organization's award program as criteria are defined and developed by the chapter as a reference to (inter)national objectives.
- The Fraternal Relevance Accreditation and Minimum Standards program will be utilized as a cutting-edge advising tool by the office of Greek Affairs staff. Professional staff members will be able to better help the chapter meet outcomes (both stated and implied) as well as encourage continued progress and growth.
- One of the greatest assets of the Fraternal Relevance Accreditation and Minimum Standards program is found in the plan's purposeful development not as a punitive accreditation, minimum standards, or awards program. Chapters are awarded for progress. Chapters are expected to progress. Chapters are evaluated against chapter-specific outcomes.
- In all cases a recommendation is made to a governing council, encouraging the loss of a chapter's recognition, the voting body will have the power to approve or disapprove of the recommendation.

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A program outline of the Fraternal Relevance and Minimum Expectations Program

Kansas State University Greek Affairs, Interfraternity Council and Panhellenic Council

The Kansas State University Fraternal Relevance and Minimum Standards process is a two-fold system of evaluating the member chapters of the Kansas State University Greek Community. The process of reviewing chapters for the attainment of minimum expectations as well as chapter-focused outcomes holds purpose in ensuring local chapters are relevant to their national or international organization, the university and Manhattan community, the Kansas State University undergraduate student body and therefore is a relevant member of their governing council. All Chapters are expected to take part in the annual review.

Proposals for Chapter Accreditation

- Each chapter will submit an Accreditation proposal annually between December and January to be reviewed by Relevance Judges and the Accreditation Committee.

Process for developing proposals

- Chapters can make their experience their own as long as it supports the mission of their organization and reinforces fraternal relevance.
- Chapters will review their own inter/national organization's mission and prove that they are achieving outcomes in relation to their mission → mission & action congruence + relevance.
- Chapters should consider the mission of their inter/national organizations as they relate to areas of standards when proving their achievement of outcomes:
 1. Sustainability: recruitment & retention
 2. Risk Management
 3. Academic Health
 4. Membership Development
 5. Relationships: headquarters, alumni, neighbors, K-State and interfraternal organizations
 6. Engagement: service, philanthropy and campus leadership & involvement
 7. Chapter Development: finances and property management
 8. Advancement: assurance of a loyalty to vision and overall outstanding performance
- Each year chapters will set outcomes for the upcoming year and record action taken to achieve the outcomes from the previous year.
- Additionally, chapters are asked to self-identify areas of chapter operation which lack relevance.

Evaluating and reviewing proposals

- The criteria for accreditation are based on fraternal relevance as well as the mission and action congruence of each organization.
- The Accreditation Committee and Relevance Judges will evaluate and assess cultural influences and member learning outcomes rather than performance indicators.
- Relevance Judges will be sought out and selected based on their relationship to other Kansas Greek communities and Peer Institutions.
- The Accreditation Committee is comprised of the incoming and outgoing Interfraternity & Panhellenic Council Presidents, Alumni Fraternity Council President, Flint Hills Panhellenic representative and Greek Affairs Staff (10 total).

Scoring

- Proposals will first be reviewed by relevance judges and given a score of clearly relevant, relevant, building relevance or irrelevant in each of the areas of standards which will be submitted to the Accreditation Committee.
- The Accreditation Committee will consider the scores from the relevance judges, feedback collected through public forum and the collective knowledge from committee members to finalize chapter scores.

Building Relevance

- Underperforming chapters will develop a plan to build relevance.
- Plans to build relevance will be submitted to the Accreditation Committee for approval.
- Chapters must show signs of progress to achieve continued accreditation or remain in a developmental status.
- Progress is defined as meeting chapter outcomes as outlined in the plan to build relevance.
- Chapters underperforming for greater than 1 year without sign of progress will be further reviewed, and the Accreditation Committee may recommend these chapters' recognition be removed by the chapter's governing council (IFC/PHC).
- Chapter presidents ultimately make the decision to remove or continue the chapter's recognition.

Accreditation Timeline

2008-2009

- January 11th – 13th: Greek Leadership Retreat: Chapters will receive the Accreditation and Minimum Standards program guide and instruction from Greek Affairs staff.
- January 14th – February 3rd: Chapters develop their Accreditation and Minimum Standards Proposal.
- February 3rd: Chapter Accreditation & Minimum Standards proposals are due to Greek Affairs.
- February 4th – 28th: Relevance judges review proposals and report their scores to the Accreditation Committee. Accreditation Committee meets to review the scores given by the relevance judges and score chapters based on their review. (Chapters will be reviewed in order from least relevant to clearly relevant according the previous year's scores).
- March 1st – 15th: Chapters develop their plan to build relevance and submit them to the Accreditation committee for approval.
- Late March: Plans to build relevance are approved by the Accreditation Committee and the chapter will begin implementing the plan.
- April – December: Chapter's receive periodic check-ins from the Accreditation Committee.

2009 and beyond

- November 1st: Chapters will receive the Accreditation and Minimum Standards program guide.
- November & December: Chapters develop their Accreditation and Minimum Standards Proposal.
- December (finals week): Chapter Accreditation & Minimum Standards proposals are due to Greek Affairs.
- Winter Break: Relevance judges review proposals and report their scores to the Accreditation Committee.
- Mid-Late January: Accreditation Committee meets to review the scores given by the relevance judges and score chapters based on their review. (Chapters will be reviewed in order from least relevant to clearly relevant according the previous year's scores).
- February 1st – 15th: Chapters develop their plan to build relevance and submit them to the Accreditation committee for approval.
- Late February: Plans to build relevance are approved by the Accreditation Committee and the chapter will begin implementing the plan.
- March – December: Chapter's receive periodic check-ins from the Accreditation Committee.

Minimum Expectations Review

Minimum expectations are not an attempt at assessment, however they will help to monitor basic chapter performance as well as offer opportunity for proper community record keeping.

Chapters must:

- Maintain a 2.5 chapter GPA
- Pay dues on time or develop a payment plan
- Submit all essential documents according to the Essential Documents policy
- Attend appropriate council & required meetings
- Maintain recognition as an official student organization
- Have a listed and active faculty and primary advisor
- Have a listed and active house corporation president when property is owned or managed
- File appropriate documentation of annual safety inspections
- Follow the crisis management plan
- Demonstrate a connection with their inter/national organization

Developmental Status

If a chapter fails to achieve accreditation or meet minimum expectations they will be placed on a developmental status for 1 semester. The chapter will be reviewed again the following semester and if no progress is made, the Accreditation Committee will recommend to their appropriate governing council the chapter loses recognition.

- Chapters may only be placed on developmental status as a result of failure to comply with minimum standards at the end of a semester for the following semester.
- Chapters may come off developmental status at any time, should the chapter be able to show proof of meeting minimum standard.
- Chapters will not be granted developmental status for greater than 1 semester.
- Chapters not resolving issues placing the chapter on developmental status at the conclusion of one semester will be automatically recommended to the appropriate governing council for loss of recognition.

Developmental status does not limit chapter privileges, but allows time for chapter growth and development. Chapters are expected to work to areas in which they are underperforming.

Greek Awards

Exemplary chapters in relation to relevance will be recognized at the Greek Awards program.

www.k-state.edu/greek/berelevant.htm