

Greek Life 5 STAR Program: Millikin University

Office of Inclusion and Student Engagement, Interfraternity Council, Multicultural Greek Council, & Panhellenic Council

What is the 5 STAR Program?

The Millikin University 5 STAR Program is the process of reviewing chapters for the attainment of minimum expectations and chapter-focused outcomes. The purpose is to ensure chapters are relevant to their inter/national organization, governing council, and Millikin University. **All chapters are required to take part in the annual review.**

How does my chapter develop a 5 STAR plan?

- Chapters can make their experience their own as long as it supports the mission of their organization and reinforces the chapter's relevancy and values.
- Each year, chapters will set outcomes for the upcoming academic year and record action taken to achieve the outcomes from the previous year.
- Chapter's will review their own inter/national organization's mission and demonstrate that they are achieving outcomes related to their mission.
- Chapters are encouraged to utilize their inter/national organization's guidelines as a basis for their 5 STAR plan.
- 5 Goals for each area should be submitted for the 5 STAR plan.
- Each chapter's plan will be reviewed by the Greek advisor to ensure quality and consistency.

What are the areas of 5 Star?

1. Scholarship
 - Implementation of operational structures, resources, and structures related to scholastic endeavors
 - Including, but not limited to:
 - Providing resources to underachieving members
 - Acknowledgement of achieving members
 - Implementation of academic goals and expectations for individual members and the chapter
2. Community Outreach & Philanthropic Endeavors
 - Commitment to and participation in service, volunteerism, and philanthropic endeavors
 - Including, but not limited to:
 - Chapter and council events/participation
 - Volunteering in various aspects
 - Awareness and receive donations for philanthropic causes/organizations
 - Fundraising for chapter philanthropy or local agency
3. Leadership
 - Participation in and engagement with leadership development opportunities

- Including, but not limited to:
 - Campus involvement
 - Participation in leadership workshops, seminars, and conferences
 - Chapter organized leadership development retreats, programs, or initiatives
4. Personal Growth & Development
- Education and development of active and new members
 - Including, but not limited to:
 - New member education
 - Ritual education
 - Brotherhood/sisterhood events
 - Personal and professional development
 - Diversity and inclusion initiatives
5. Risk Reduction & Life Safety Programming
- Implementation, education, management, and reduction of high risk behavior
 - Including, but not limited to:
 - Hazing
 - Alcohol abuse
 - Sexual assault/misconduct
 - Drug use
 - Mental wellness
 - Eating disorders
 - All other FIPG behaviors
6. Relationships
- Cultivation of partnerships with various constituents and audiences
 - Including, but not limited to:
 - Alumni
 - Interfraternal organizations
 - Student organizations
 - Inter/National Headquarters
 - Faculty/staff
 - Unaffiliated students
7. Recruitment/Intake & Retention
- Recruitment/intake of new members and retention of new membership through sustainable recruitment/intake practices
 - Including, but not limited to:
 - Recruitment/intake awareness
 - Training/preparation/workshops
 - Retention of new and active members

Minimum requirements include the following:

- Chapter **must maintain a 2.5 chapter semester 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.
- Chapter must offer the timely payment of dues or develop a payment plan with appropriate governing council.
- **Chapter must submit all essential documents in accordance with the Office of Inclusion and Student Engagement in the timeline provided.** This includes roster submissions, philanthropy reporting forms, community service reporting forms, new member reporting forms, intake paperwork, and event registration paperwork.
- Chapter must send at least one member to the following programs sponsored by the Office of Inclusion and Student Engagement: Emerging Greek Leadership Retreat (Fall) and the Greek Leadership Retreat (Spring).
- Chapter **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 two** weeks in advance of event.
- Chapter must maintain recognition as an official Millikin University student organization.
- Chapter must have an **active faculty advisor, primary advisor, and house corporation representative** (if property is owned or managed).
- Chapter must file appropriate documentation of annual safety inspections. This includes property annual fire safety and sprinkler inspections, and monthly fire inspection paperwork.
- Chapter must attend semesterly Risk Reduction & Event Registration Training sponsored by the Office of Inclusion and Student Engagement.
- Chapters must demonstrate a connection with their inter/national organization
- Chapters must participate in the 5 Star Accreditation Program annually.
- Chapters should not have been found responsible for **any major student conduct violations** in past academic year.
 - **Including but not limited to:**
 - Sexual assault/misconduct
 - Hazing
 - Continuous mismanagement of alcohol and/or drugs

What if my chapter does not fulfill the minimum expectations?

Chapters who do not meet the minimum expectations are **required** to submit a 200 word (minimum) narrative describing why the expectation was not met. An action plan must also be submitted to address how the chapter will achieve the expectation in the future. Chapters who do not meet minimum expectations are still **expected** to participate in the 5 STAR review process.

What type of documentation should be submitted for review?

Documentation can include narratives, pictures, emails, flyers, attendance sheets, etc. Any documentation that proves the goal was met will be accepted. Documentation should be

organized, labeled, and easy to follow. Chapters can choose to submit a binder or utilize the dropbox (provided by the Greek advisor) for annual submission.

How will my chapter's 5 STAR plan be evaluated and reviewed?

- The areas of 5 STAR are based on the chapter's ability to demonstrate relevance to their mission, vision, and values.
- The review committee will evaluate achievement of chapter outcomes as defined in the chapter's one year 5 STAR plan.
- Chapters will evaluate their success by filling out the *Chapter Evaluation Form* (attached). 5 Star Reviewers will fill out the same form to assess achievement. A Chapter Evaluation Form should be submitted for each category within 5 STAR.
- A one-page narrative is to be submitted that reflects on the chapter's strengths and areas of growth.
- A 15 – 30 minute presentation is to be made that outlines the goals and how/if they were achieved.

Scoring Section

- Chapters will be given a mark of **Outstanding, Meets Satisfactory, Needs Improvement, or Unacceptable** in each of the areas of 5 STAR by the review committee.
- A chapter's score is based on the percentage of goals achieved in each of the areas of accreditation.
 - Outstanding: Above 100% of outcomes in that area
 - Meets: 75% - 100% of outcomes in that area
 - Satisfactory: 50%-74% of outcomes in that area
 - Needs Improvement: 25% - 49% of outcomes in that area
 - Unacceptable: 0-24% of outcomes in that area
- Regardless of the mark a chapter receives, all chapters will receive feedback as appropriate from the review committee. Such feedback may include: areas for potential growth, tips for better presentation of the plan, and areas in which the chapter is performing at the highest level.
- A 5 STAR status will be given to chapters that demonstrate at least a **Meets (75 – 100%)** in five (5) categories with a minimum of two (2) **Outstanding (above 100%)**.

Example

Community Outreach & Philanthropic Endeavors

1. Delta Xi Chapter of Tau Tau Tau will raise at least \$1,500.00 for our philanthropy, the American Red Cross, by February 2017.
 - a. Goal Met: **Yes**
2. 80% of the Delta Xi Chapter of Tau Tau Tau will have at completed at least seven (7) community service hours during the fall 2016 semester.
 - a. Goal Met: **No**
3. The Delta Xi Chapter of Tau Tau Tau will co-sponsor a service event with a non-Greek affiliated entity that benefits the local community by spring 2017.

- a. Goal Met: **No**
4. At least 50% of the Delta Xi Chapter Members will attend one other Greek philanthropy events by spring 2017.
 - a. Goal Met: **Yes**
5. A presentation on our inter/national philanthropy will be given to the campus community at our annual philanthropy event in fall 2016.
 - a. Goal Met: **Yes**

3/5 Goals met = 60% of Goals Met (Satisfactory)

What is my chapter gets a “needs improvement” or “unacceptable” in multiple categories?

Chapters who do not meet expectations in the aforementioned areas will be put on a developmental status through the Office of Inclusion and Student Engagement. On this status, chapter leadership will meet with the Greek Advisor more frequently and develop a plan for future success.

Timeline for 5 Star Accreditation Program

- April – May: Chapters will formulate and review their plan with advisors and past leadership and begin implementing their chapter plan.
- May: Chapter plans will be due to the Greek Advisor at a pre-determined date.
- May – March: Chapters are encouraged to meet with their leadership team and various 3rd party stakeholders regularly and continue to work towards the chapter outcomes outlines in their accreditation plan.
- March: Chapters will prepare and present their 5 Star Accreditation Plan to the 5 Star Accreditation Review Committee.
- April: Awards will be given out at Honors Convocation.

Chapter Evaluation Form Template

Example:

Goal 1: Delta Xi Chapter of Tau Tau Tau will raise at least \$1,500.00 for our philanthropy, the American Red Cross, by February 2017.

Goal Met: **Yes**

Outcome: Our chapter raised a total of \$1,684.00 for the American Red Cross. The money was raised through our annual philanthropy event and donations from friends and family of our members.

Documentation Submitted: Copy of check given to agency and email to American Red Cross

Goal 2: 80% of the Delta Xi Chapter of Tau Tau Tau will have at completed at least seven (7) community service hours during the fall 2016 semester.

Goal Met: **No**

Outcome: Only 62% of our members completed at least 7 community service hours during the fall 2016 semester.

Documentation Submitted: Excel spread sheet of member's community service hours

5 STAR Category:

Goal 1

Goal Met:

Outcome:

Documentation Submitted:

Goal 2

Goal Met:

Outcome:

Documentation Submitted:

Goal 3

Goal Met:

Outcome:

Documentation Submitted:

Goal 4

Goal Met:

Outcome:

Documentation Submitted:

Goal 5

Goal Met:

Outcome:

Documentation Submitted:

5 STAR Minimum Expectations Check List

- _____ Chapter **must maintain a 2.5 chapter semester 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.
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- _____ **Chapter must submit all essential documents in accordance with the Office of Inclusion and Student Engagement in the timeline provided.** This includes roster submissions, philanthropy reporting forms, community service reporting forms, new member reporting forms, intake paperwork, and event registration paperwork.
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- _____ Chapter **must attend appropriate council meetings**. This includes attendance at council meetings in accordance with governing council's constitution/bylaws.
- _____ Maintain recognition as an official Millikin University student organization.
- _____ Chapter must have an **active faculty advisor, primary advisor, and house corporation representative** (if property is owned or managed).
- _____ Chapter must file appropriate documentation of annual safety inspections. This includes property annual fire safety and sprinkler inspections, and monthly fire inspection paperwork.
- _____ Chapter must attend semesterly Risk Reduction & Event Registration Training sponsored by the Office of Inclusion and Student Engagement.
- _____ Chapters must demonstrate a connection with their inter/national organization
- _____ Chapters must participate in the 5 Star Accreditation Program annually.
- _____ Chapters should not have been found responsible for **any major student conduct violations** in past academic year.

****Chapters who do not meet the minimum expectations are required to submit a 200 word (minimum) narrative describing why the expectation was not met. An action plan must also be submitted to address how the chapter will achieve the expectation in the future.****

5 STAR Submission Check-List

- _____ 5 STAR Plan for Academic Year
- _____ Chapter Evaluation Form: Scholarship
- _____ Goal 1 Documentation
- _____ Goal 2 Documentation
- _____ Goal 3 Documentation
- _____ Goal 4 Documentation
- _____ Goal 5 Documentation
- _____ Chapter Evaluation Form: Community Outreach and Philanthropy Endeavors
- _____ Goal 1 Documentation
- _____ Goal 2 Documentation
- _____ Goal 3 Documentation
- _____ Goal 4 Documentation
- _____ Goal 5 Documentation
- _____ Chapter Evaluation Form: Leadership
- _____ Goal 1 Documentation
- _____ Goal 2 Documentation
- _____ Goal 3 Documentation
- _____ Goal 4 Documentation
- _____ Goal 5 Documentation
- _____ Chapter Evaluation Form: Personal Growth and Development
- _____ Goal 1 Documentation
- _____ Goal 2 Documentation
- _____ Goal 3 Documentation
- _____ Goal 4 Documentation
- _____ Goal 5 Documentation
- _____ Chapter Evaluation Form: Risk Reduction and Life Safety Programming
- _____ Goal 1 Documentation
- _____ Goal 2 Documentation
- _____ Goal 3 Documentation
- _____ Goal 4 Documentation
- _____ Goal 5 Documentation
- _____ Chapter Evaluation Form: Relationships
- _____ Goal 1 Documentation
- _____ Goal 2 Documentation
- _____ Goal 3 Documentation
- _____ Goal 4 Documentation
- _____ Goal 5 Documentation
- _____ Chapter Evaluation Form: Recruitment/Intake and Retention
- _____ Goal 1 Documentation
- _____ Goal 2 Documentation
- _____ Goal 3 Documentation
- _____ Goal 4 Documentation
- _____ Goal 5 Documentation
- _____ Chapter Minimum Expectations Check List

**** Chapters can choose to submit a binder or utilize the dropbox (provided by the Greek advisor) for annual submission.****