



## 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 Student Organization Annual Review. After evaluation of an area is complete, an ARC analyst 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; such as an organization’s Self-Report, Activity Reflection Forms, and Advisor Feedback are considered to be the most reflective and critical area upon which organizations are being evaluated, and composes up to 60% of an organization's overall evaluation. 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. All student organizations will receive scores in both Main and Ancillary areas. Auxiliary areas are considered non-essential but reflective of an organization’s performance. Auxiliary areas are non-mandatory and, as such, some organizations will not have scores in some areas.

## The Student Organization Administration & Review Committee

---

### 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 transitional processes which include both documents and a shadow period.
- Detailed examples of attempted member recruitment and 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.
- Explains how affiliates support organization (if applicable).
- 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 transitional 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.
- Meets minimum member number for activity size.
- 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 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.
- Has an affiliate, but does not include information in self-report.
- Failed to submit self-report on time.

In order to receive an evaluation of “Does Not Meet Expectations”:

- Does not explain how the organization met its mission.
- 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, or the minimum number of members indicated on the organization’s Resource Agreement.
- Indicate the organization has affiliates but there is no representation on the parent’s executive board.
- Indicate no member recruitment and retention strategies.
- Demonstrate a lack of activities, general member meetings or no articulation of activities.



## The Student Organization Administration & Review Committee

---

- Show greatest accomplishment/challenges but did not articulate a plan to overcome them.
- Failed to submit self-report on time.

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

### Activity Reflection Forms

**One activity reflection form may be submitted to summarize all general member meetings, rehearsals, or other ongoing semester long activities.**

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

- Demonstrate effective utilization of its past activity reflection forms, or plans to utilize in the future, to better the organization and improve upon its programming/campus impact.
- Ensure the number of activity reflection form(s) submitted through CCC is appropriate for the activities registered.

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

- Ensure the number of activity reflection form(s) submitted through CCC is appropriate for the activities registered.
- 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 adequately reflect on the activities being assessed.
- Number of activity reflection forms does not match the number of activities the organization held.
- Have event reflections, but none for general interest/member meetings or rehearsals.

In order to receive an evaluation of “Does Not Meet Expectations”:

- Does not have activity reflection forms for events mentioned in the self-report.
- No activity reflection forms are submitted.

### Advisor Feedback

Advisor Feedback is gathered independently by Wilson Commons Student Activities from the student organizations’ Primary Advisor, and is 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.



## The Student Organization Administration & Review Committee

---

### 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

- The organization’s name, mission, and officers are updated: 3 points
- The organization’s group cover photo on their group page is updated (not the default photo of Wilson Commons): 2 points
- The organization has a logo image uploaded: 3 points
- The organization’s website does not have any placeholder text: 3 points
- The organization’s tagline and primary website image are unique (not the provided image or text): 2 points
- All officers have a profile image: 2 points

#### Registration

- The organization completed the annual registration on time: 10 points
- The organization completed the annual registration late: 5 points
- The organization did not complete the annual registration: 0 points

#### Fall Leadership Training

- The organization sent 2 or more officers to the Fall Leadership Training: 15 points
- The organization sent 1 officer to the Fall Leadership Training: 10 points
- The organization did not send any officers to the Fall Leadership Training: 0 points



## The Student Organization Administration & Review Committee

---

### 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 2021 and January 2021 Activities Fair: 6 points
- The organization attended either the September 2021 or January 2021 Activities Fair: 3 points
- The organization did not attend either Activities Fair: 0 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 SOFO 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



## The Student Organization Administration & Review Committee

---

### 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:

<b><u>Final Score Total:</u></b>	<b><u>Overall Evaluation</u></b>
0 points - 50 points:	<b>Does Not Meet Expectations</b>
51 points - 74 points:	<b>Meets Expectations with Provisions</b>
75 points - 94 points:	<b>Meets Expectations</b>
95 points and above:	<b>Exceeds Expectations</b>