Chapter Programming Self-Assessment Guide

Instructions
This self-assessment guide is designed to lead your chapter through gathering evidence to analyze your chapter programming based on the following criteria. By using the scale below and ranking how well your chapters have addressed the below standards, you will be able to start of the process of identifying areas of improvement creating a continuous improvement and growth within your chapter programming.

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<tr>
<td>Does Not Apply</td>
<td>Poor</td>
<td>Fair</td>
<td>Good</td>
<td>Very Good</td>
<td>Excellent</td>
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Planning Standards
Chapters of Alpha Kappa Psi should take deliberate steps in planning programming which meets the professional development needs of its members and is aligned with the values of the fraternity.

1.1 Member Needs
- Our chapter solicits information from our brotherhood to determine our programming strategy through the needs assessment.
- The needs assessment is completed on an annual or semester basis to adjust for new members.
- Our chapter focuses our yearly programming on developing Alpha Kappa Psi’s key skills and practices for our member’s development.
- The SWOT Analysis results are utilized in the determining programming needs and goal for the chapter

1.2 Objectives
- Each chapter program has a clear and measurable objective(s) which meet the needs of our brotherhood.
- The values of the fraternity are used to drive chapter programming objectives.
- Committees utilize the Committee Success Plan to communicate the objectives of programs with their members and volunteers.
- Program objectives are designed to support the chapter goals identified in the Chapter Success Plan.
Engagement Standards
A successful chapter event should encourage engagement from all members of the chapter as well as any applicable outside resources.

2.1 Chapter involvement
- Chapter programming covers various topics to engage different audiences within the chapter.
- Chapter members are given opportunities to engage in planning chapter programming that meet their areas of interest.
- Chapter committees are utilized to plan and implement programming to ensure success.

2.2 Alumni involvement
- The chapter engages with local and chapter alumni by inviting them to participate in chapter programming.
- The chapter utilized alumni knowledge throughout the planning, execution, and assessment of its programming.

2.3 Community involvement
- The chapter seeks opportunities to engage local businesses, groups, or campus resources in chapter programming.
- The chapter encourages member involvement in campus and community activism.

Assessment Standards
Alpha Kappa Psi chapters must actively engage in the assessment cycle to determine the success of chapter programming.

3.1 Feedback
- The chapter allows for open and continual feedback from members on chapter programming.
- The chapter engages in assessment methods that allow all members to express their opinions on programming comfortably.
- The chapter has developed a process to gather, interpret and evaluate data from its members on chapter programming.
- The chapter has a process in place to solicit feedback from parties outside the membership involved in chapter programming.

3.2 Program success
- Chapters have metrics in place to evaluate if chapter programming has accomplished its objectives.
- The chapter has a plan in place to gather, interpret and evaluate data based on metrics to document progress toward achievement of chapter goals.
- Chapters have a process in place to distribute assessment results to members, volunteers, and external entities to demonstrate accountability.
Improvement Standards
The purpose of assessment is to create a constant loop of evaluation and improvement. Chapters of Alpha Kappa Psi should strive to improve its offering for its members.

4.1 Future Planning
- Chapters can provide evidence of improvement in the Chapter Success Plan Reflection.
- The chapter has established a process to utilize individual member feedback to inform future planning.
- Chapters have a plan in place to use assessment results during the completion of the next years Chapter Success Plan.
- The chapter has documented the program assessment process to complete a year to year comparison.