

# 2022 Council Assessment Standards

## Office of Fraternity & Sorority Life

### ADMINISTRATIVE

#### 1. Council fulfills the following expectations:

- a. Finalized Council Programming Calendar due to OFSL Advisor within seven days of the start of EACH SEMESTER Spring: January 17<sup>th</sup>; Fall: August 29<sup>th</sup>). The council is responsible for distributing this calendar to its chapters within two weeks of EACH SEMESTER (Spring: January 24<sup>th</sup>; Fall: September 6<sup>th</sup>)
- b. Council President schedules their one-on-one meetings with their OFSL Advisor within seven days of the start of EACH SEMESTER (Spring: January 17<sup>th</sup>; Fall: August 29<sup>th</sup>). The first meeting between the Council President and their OFSL Advisor must occur within the first two weeks of EACH SEMESTER (Spring: January 24<sup>th</sup>; Spring: September 6<sup>th</sup>).
- c. Council President compiles their Executive Board office hour schedule and submits it to their OFSL Advisor within two weeks of the start of EACH SEMESTER.
- d. 100% of Executive Board Officers complete the Hazing Prevention 101 and Fraternity and Sorority Life modules, via <https://unf.prevent.zone/courses/> EACH CALENDAR YEAR. Both modules must be completed by February 28, 2022.
- e. Each Council Executive Board Officer supplies their Council President and OFSL Advisor with their goals and how they plan on achieving them EACH SEMESTER. These are due within two weeks following the start of each semester (Spring: January 24<sup>th</sup>; Spring: September 6<sup>th</sup>).
- f. Council Executive Board supplies their OFSL Advisor with their collective council goals and how they plan on achieving them EACH SEMESTER. These are due within three weeks following the start of each semester (Spring: January 31<sup>st</sup>; Spring: September 12<sup>th</sup>).
- g. Appropriate Council Officer emails meeting minutes for both executive board and council meetings to appropriate constituents (including by not limited to Council Officers, Chapter Delegates, Chapter Presidents, Chapter Advisors and/or OFSL Advisor) within 48 hours following the meeting. A printed copy of each email sent to constituents should be placed in the Council's CAS binder for date confirmation.
- h. Council Officers supply chapters with all necessary CAP documentation one week prior to the beginning of final exams EACH SEMESTER (Spring: April 25<sup>th</sup>; Fall: November 28<sup>th</sup>).
- i. Council revises all governing documents, including bylaws and standing rules, EACH CALENDAR YEAR.

## **COMMUNITY ENGAGEMENT**

1. Council collaborates with at least one other governing council or OFSL leadership organization EACH SEMESTER to host an educational program, community service opportunity, or social event. A different council or OFSL leadership organization and a different type of event must be used each semester. The council must submit a Program Summary Form, an attendance sheet, and all event logistics no later than three weeks following each event date.
2. The four councils collaborate to host one educational program or community service opportunity EACH CALENDAR YEAR. The council must submit a Program Summary Form, an attendance sheet, and all event logistics no later than three weeks following each event date.
3. Council hosts at least two community service projects EACH SEMESTER. No more than one of these service projects may be a beach clean-up. For each community service event, the council must submit a Program Summary Form and an attendance sheet no later than three weeks following each event date. (Philanthropy events and fundraisers do not fulfill this expectation.)
4. Council collaborates with at least one other University department/office to plan an educational program EACH SEMESTER. The council must submit a Program Summary Form and an attendance sheet no later than three weeks following each event date (Spring: April 25<sup>th</sup>; Fall: November 21<sup>st</sup>).
5. If the council supports a philanthropic cause, the council is responsible for submitting how much money they have raised for their philanthropic causes or how many goods are collected EACH SEMESTER (Spring: April 25<sup>th</sup>; Fall: November 21<sup>st</sup>).

## **INTEGRITY**

1. The Council President will submit a letter EACH SEMESTER (Spring: April 25<sup>th</sup>; Fall: November 28<sup>th</sup>) indicating whether or not the chapter remains in good standing.
2. The Council Standards Officer, or Council President, submits a letter EACH SEMESTER (Spring: April 25<sup>th</sup>; Fall: November 28<sup>th</sup>) outlining all chapter judicial complaints, hearings, findings, and sanctions (if found responsible).
3. The Council Standards Officer, or appropriate council officer, oversees a Standards/Judicial Board or mediation process specifically for the council to utilize in holding their peers accountable to all council, OFSL, and University expectations and policies. The Council Standards Officer, or appropriate council officer, will submit their training plans to their OFSL Advisor by January 31, 2022 and training will occur no later than by March 1, 2022. If new representatives are chosen midway through the calendar year, an additional training must be conducted by September 6, 2022.
4. Council officers work with Provisional Chapters within their respective council:
  - a. Council President, Standards Officer, and OFSL Advisor meet with all provisional chapters' Executive Board within the first 30 days of EACH SEMESTER (Spring: February 9<sup>th</sup>; Fall: September 21<sup>st</sup>) to discuss areas and opportunities for improvement.
  - b. Council President has two meetings EACH SEMESTER with the Chapter President.
  - c. Council President sends the agenda and minutes from these meetings to the Chapter President, Chapter Advisor, and OFSL Advisor within 48 hours of meeting occurring.

## **LEADERSHIP**

1. Required council officers, or an appropriate proxy, attend the following OFSL-sponsored events:
  - a. Greek Leadership Conference (spring)
  - b. Greek Summit (fall)
  - c. New Exec Transition Meeting (November)
  - d. Presidents Meetings (three times per semester; Council President only)
  - e. Quad Council Meetings (twice per month each semester; Council President only)

OFSL will provide documentation confirming council's attendance.

2. Council President hosts at least two meetings EACH SEMESTER where all their chapter presidents are in attendance. These meetings cannot be jointly hosted with another council and must occur prior to the end of each semester (Spring: April 29<sup>th</sup>; Fall: November 22<sup>nd</sup>). The Council President will provide a letter and copies of the meeting agendas/minutes to document the meetings.
3. At least 80% of council executive board officers attend Fraternal Leadership Institute in January. OFSL will provide documentation confirming council's attendance.
4. Council's election/slating process must be completed by November 14, 2022. The council is responsible for providing the names and contact information for all newly elected/slating council executive board officers as documentation.

## **PERSONAL GROWTH**

1. Council hosts at least one seminar or guest speaker EACH SEMESTER on the following topics: wellness, diversity, professional development, or an approved topic. The council is responsible for submitting a Program Summary Form, event logistics, and chapter attendance sheets within three weeks of the event occurring.
2. Council hosts an orientation event specifically designed for new members. The event must be held at least once EACH CALENDAR YEAR. This event may not be the same event as what is expected for Personal Growth #1. The content of the program should include the following: what it means to be a fraternity man or sorority woman and an introduction to all councils at UNF (with a focus being on your own). The overall topic of this event must be applicable to the new member experience and approved by your OFSL Advisor. The council is responsible for submitting a Program Summary Form, event logistics, and chapter sign-in sheets within three weeks of the event occurring.
3. Council organizes an officer transition workshop at the end of their officer term. This workshop must be attended by their OFSL Advisor. The council is responsible for submitting their SWOT analysis and an attendance sheet no later than three weeks following the workshop.

## **SCHOLARSHIP**

1. Council maintains a semester GPA at or above a 2.75 for all active members EACH SEMESTER. OFSL Advisor will submit OFSL Academic Report per semester.
2. Council Scholarship Chair, or appropriate council officer, meets with all chapters in-person at least once EACH SEMESTER to discuss chapter's academic plan and/or performance. The meeting must take place within the first 30 days of each semester (Spring: February 9<sup>th</sup>; Fall: September 21<sup>st</sup>). The council officer will supply the chapter with a copy of the Academic Review Meeting Form within three weeks of the meeting.
3. Council hosts at least one academic/scholarship programs EACH SEMESTER. Study Nights do not count in fulfilling this expectation. The council is responsible for submitting a Program Summary Form, event logistics, and chapter sign-in sheets within three weeks of the event occurring.

## COUNCIL DESIGNATIONS

### **Council of Excellence**

Councils with this designation have achieved/accomplished between **85% and 100% of the overall Assessment Expectations** across the six categories.

### **Compliant Council**

Councils with this designation have achieved/accomplished between **84% and 70% of the overall Accreditation Expectations** across the six categories.

### **Provisional Council**

Councils with this designation have earned **69% or less of the overall Accreditation Expectations** across the six categories.

**Submission Deadline: December 6, 2022 by 12:00pm.**

*Councils may place items into their binders as often as they would like;  
however, the binder MUST remain in OFSL.*