

SUNY Geneseo

Chapter of Excellence Assessment

Goal Setting and Annual Report

Goal Setting Plan

Chapters must submit a report of goals for the current academic year outlining how they plan to achieve the expectations outlined in the assessment criteria. The goals must include specific actions and a timeline for accomplishment. Chapters are also asked to submit a pre-assessment self-evaluation using the Grading Sheet to indicate the chapter's current level of achievement in the five excellence categories.

Goal Setting Plan Review

The Coordinator of Greek Affairs will review plans with each chapter's Excellence Program Chair to ascertain whether or not a chapter's plans have potential to achieve improvement in excellence. The Coordinator will work with chapters to restructure plans if necessary in order to provide the greatest likelihood of achieving improvement in excellence.

Format of Annual Report

Chapters should submit their annual report in the same format used for their plans. For each plan, chapters must compare the initial plan with the finished product, if any. For any plan not realized, the organization should provide an explanation as to why the plan was not accomplished. Any accomplishments or events realized throughout the year but not in the initial plan should be included for consideration. Any documents indicating success in any of the categories should be submitted along with the annual report (e.g., flyers, letters, copies of policies/procedures). Finally, the chapter is asked to complete a post-assessment self-evaluation using the Grading Sheet to indicate the chapter's achievement after having implemented their plan.

Goal Setting Plan Helpful Hints

1. Goal setting plan should not read like an annual report.

A plan should not contain information about what happened in the past year. The plan should indicate what the chapter is planning for the current year. While it is fine to repeat events/activities from year to year, especially if the intent is to improve upon a program or to make a successful event even more successful, re-read the plan to ensure that it is future-oriented.

2. Goals should be specific.

Goal plans should include detailed information about who is responsible for each action and the timeline for accomplishment. By assigning tasks to individuals or groups of individuals with deadlines, the chapter can increase the likelihood of the goal being met.

3. Goal setting plans should reflect both improvement and change.

Chapters are asked to submit a self-assessment before and after implementation of the plan. If the chapter's post-assessment demonstrates improvement in an excellence category, the original goal setting plan should include what steps the chapter planned to take to bring about the change. It would be impossible for every chapter to improve upon every category every year. Chapters should carefully pick the areas where they themselves are most interested in improvement, and plan accordingly. Planning to prioritize one area for change over another and accurately rating themselves in all categories based upon these plans are indications of a chapter that has become self-aware.

4. Goal setting plans should demonstrate room for improvement.

Does your chapter rate itself a "5" in every category? In most? If so, changing for the better is nearly impossible. Chapters in search of continuous improvement take last year's "5" to be this year's "3", especially if the chapter has decided that this is an area in which it will focus. The assessment committee is not looking to see all "5", but a desire to continue to strive for excellence and develop plans to bring the chapter to increasingly higher levels.