



**Fraternity &
Sorority Life**

TOWSON UNIVERSITY

CHAPTER ASSESSMENT PROGRAM

Spring 2024

The Towson Chapter Assessment Program (CAP) was modeled after the Univ. of Delaware's CAP with permission in 2008

Chapter Name:	FALL 2023	Staff member:
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Category	Earned	Maximum
Academics		90 (30%)
Chapter Management		55(18%)
Membership Development		55(18%)
Community Involvement		70 (24%))
Presentation		30(10%)
OVERALL TOTAL =		300

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Towson University Chapter Assessment Program (or CAP)

Category	Expected	Percent of program	Category Maximum
Academics	60	30%	90
Chapter Management	38	18%	55
Membership Development	50	18%	70
Community Involvement	38	24%	55
Presentation	24	10%	30
TOTAL:	210	100%	300

Recognition levels

Gold:	above 260
Silver:	238-259
Bronze:	210-237
Needs Improvement:	209 and below

Chapter Program Participation:

Chapters (between 1 - 20 members) must have at least 2 people present in the proof with full list of person listed for it to count within CAP.

Chapters (21+ members) must have at least 5 people present the proof with full list of person listed for it to count within CAP.

Chapters need to follow CDC, State, and University guidelines when hosting CAP events.

CAP programming and education can be virtual when necessary.

*****If a chapter is caught falsifying CAP it will be considered a major violation and a 50 pt reduction in their final score**

All points earned for that section will then be forfeited.***

Incentives:

Monetary incentives

\$300 credit given to general account to the first place chapter in each Sorority and Fraternity in each respective council.

\$100 credit given to general account of the second place chapter in each Sorority or Fraternity in each respective council.

* To be eligible for the monetary award a chapter must be at a Gold level.

Social Incentives

Social privileges are only awarded to chapters that **meet or exceed expectations (at least 210 points)**

† Including but not limited to date parties, late-night parties, mixers, semi-formals, showcase performances, large scale outdoor events and formals.

Recognition Incentives

Gold chapters would have first choice for CAP placement order. As such, all Gold chapters would have first choice for a song and theme selections when Greek competitions are signed up for.

TU will advertise the amount of community service hours each chapter does

TU will advertise the average amount of money raised per member for each chapter

TU will advertise the percentage of members involved with co-curricular activities for each chapter

Disincentives

If a chapter receives a disciplinary sanction from the OSARP, the chapter will lose up to 50 points in the CAP

for their "scored" status for that semester.

"Censures" are considered minor infractions.

Chapters ranked at "Needs Improvement" level are not allowed to have any social privileges and are placed on social probation for that semester.

† Including but not limited to date parties, late-night parties, mixers, semi-formals, showcase performances, outdoor events and formals.

† If they fail to move to the Bronze level (or better), the first semester after scoring "Needs Improvement",

they are suspended from the University for a minimum of 1 year.

† If they fail to maintain a Bronze level (or better), the second semester after scoring "Needs Improvement",

they are suspended from the University for a minimum of 1 year.

† CAP drives are due to the Office of Fraternity and Sorority Life on the date of the chapters scheduled presentation.

The Director for the Office of F & SL has the discretion to extend the timeframe.

† **Failure** to have any materials in CAP Sharepoint folders may result in a suspension for no less than two years.

All Greek-Lettered Organizations, no matter, what status shall participate in CAP.

For expanding or recolonized/re-activated chapters- The chapter will have the semester after the start of their expansion/colonization practice CAP.

For expanding or recolonized/re-activated chapters-, an automatic score of "Bronze" will be applied, no matter how chapter scores, unless the score is high

Appeals

Chapters may appeal decisions as it relates to the chapters score or probation to the Director of Fraternity and Sorority Life.

This appeal must be made in writing two weeks after notice has been sent to the chapter by 4:59 PM.

Chapters may appeal decisions as it relates to the chapters suspension or to the Associate Dean of Students

This appeal must be made in writing two weeks after notice has been sent to the chapter by 4:59 PM.

Academics		
All Men's/Women's GPA =	Points Available	Our Chapter
Chapter GPA =		
At the All Men's or Women's Avg	50	
0.05 above the average	55	
0.10 above the average	60	
0.15 above the average	65	
0.20 above the average	70	
0.25 above the average	75	
0.05 below the average	45	
0.10 below the average	40	
0.15 below the average	35	
0.20 below the average	30	
0.25 below the average	25	
0.30 below the average	20	
0.40 below the average	15	
0.50 below the average	10	
0.60 below the average	5	
0.70 below the average	0	
0.80 below the average	-5	
0.90 below the average	-10	
1.0 below the average	-15	
2.0 below the average	-20	
GPA of non-initiated, or newest members		
is above 3.5	5	
is 3.0 - 3.49	4	
is 2.8 - 2.949	3	
is 2.6 - 2.799	2	
is 2.50 - 2.599	1	
is below 2.5	-5	
is below 2.0	-10	
is below 1.5	-15	
1.) Academic/Scholarship Plan submitted *Tracked by FSL*	5	
1.1) Chapter has a Scholarship Chair *Proof*	2	
2.) *Proof* Chapter hosts academic initiatives (4 pts for each) examples- study halls, workshops, tutoring, quiet hours, etc.)	max of 8	
Total Points for Academics	Max 90	

Chapter Management			
	Points Available	Chapter	Notes
1.) Treasury Management - Requires *Proof*			
1.1) Chapter has an operating budget	2		
1.2) Receipt from council treasurer that chapter's council dues have been paid	2		
1.3) A copy of the chapter's SGA trial balance that shows 0 debt	2		
1.4) Chapter is current with their National Organization dues	2		
2.) Presidential Deadlines - Tracked by FSL			
2.1) President 1 on 1 with FSL staff advisor (at least 3 times per semester)	6		
2.2) Rosters submitted on time	2		
2.3) Hazing Acknowledgement Form submitted on time	2		
2.4) Relationship Statement submitted on time	2		
2.5) Submits Crisis / Behavioral management plan	2		
2.6) Submits Proof of Insurance (Spring Only)	2		
2.7) Submits signed faculty/staff advisor agreement on time (Docu Sign)	2		
2.8) Chapter loses a point for each task above not completed and on time	-1		
3.) Disciplinary Status - Tracked by FSL			
3.1) Chapter violates FSL policies (- 10 for each)	0		
3.2) Major violations (-25) to (-50)			
4.) FSL Required Trainings - Tracked by FSL			
4.1) Chapter representative(s) attends Greek Leadership Academy	3		
4.2) Chapter representative(s) attends Social Event training	3		
4.3) Chapter representative(s) attends CAP Training	3		
4.4) Chapter representative(s) attends the Social Justice Workshop Series	max of 6		
5.) Officer transitioning and development - Requires *Proof*			
5.1) Executive board has transitioning meeting(s)	3		
5.2) Executive board hosts a semester planning meeting or retreat	3		
6.) Organization Marketing/Branding - Requires *Proof*			
6.1) Chapter is registered with updated page on Involved @ TU	3		
6.2) Chapter post an event on Involved @ TU	4		
6.3) Chapter is not registered on Involved@TU	-10		
6.4) Chapter has an active, updated website	3		
6.5) Chapter has active updated social media account(s)	2		
7.) National Organization - Requires *Proof*			
7.1) Chapter receives National / Regional Award (3 for each award)	max of 6		
7.2) National or regional rep meets with FSL staff member	1		
7.3) Chapter representatives attend regional or national training	5		
8.) Advisor/Faculty Involvement - Requires *Proof*			
8.1) Advisor attends chapter meetings and/or educational programs (2 points)	max of 4		
8.2) Faculty Member (a professor) presents at a meeting or event	4		
CATEGORY TOTAL POINTS	MAX 55		

Member Development				
****In order to count for CAP, all programs must be hosted in collaboration with a Greek Life Organization or the Office of Fraternity and Sorority Life****		Points Available	Chapter	Notes
1.) Health and Wellness Programming - Requires *Proof* (ex: physical, mental health)				
Chapter hosts their own or collaborates to host a health/wellness workshop(s), and/or initiative(s)				
	100% +	10		
	80%	8		
	60%	6		
	40%	4		
1.1) Bonus: Chapter host additional Health and Wellness programs (up to 3)		3		
1.2) Chapter does not do health and wellness programming		-5		
2.) Risk & Harm Reduction Programming - Requires *Proof* (ex: social events, alcohol, hazing, drug use)				
Chapter hosts their own or collaborates to host a risk and harm reduction workshop(s), and/or initiative(s)				
	100% +	10		
	80%	8		
	60%	6		
	40%	4		
2.1) Bonus: Chapter host additional risk and harm reduction programs (up to 3)		3		
2.2) Chapter does not do risk and harm reduction programming		-5		
3.) New Member Development and Retention				
3.1) Chapter maintains the entire new member class/ line, or at total - Requires *Proof*		10		
	90% +	8		
	75 - 89 %	6		
	51 - 74 %	4		
	50% or below	2		
3.2) New member class or line attends Greek 101 - Tracked by FSL		3		
3.3) Chapter submits a New Member education / Intake plan and schedule - Tracked by FSL		3		
3.4) New member class or line attends TIPS (# of people designated by the Office of FSL) - Tracked by FSL		3		
3.5) Chapter with a new member class or line does not complete all three listed items above		-10		
4.0) Office of Fraternity and Sorority Life: Social Justice Workshop Series				
4.1) Chapter has a member elected or appointed as the Diversity & Inclusion officer - Requires *Proof*		3		
4.2) Chapter does not have an elected or appointed Diversity & Inclusion officer		-3		
4.3) Diversity & Inclusion officer attends their scheduled one-on-one debrief for their SJWS - Tracked by FSL		3		
4.4) Chapter implements the SJWS - Requires *Proof*		3		
5.) Diversity and Inclusion Programming - Requires *Proof*				
5.1) Chapter hosts their own (not what's above) diversity and inclusion program(s) and/or initiative(s)				
	100% +	10		
	80%	8		
	60%	6		
	40%	4		
5.2) Bonus: Chapter host additional Diversity and Inclusion programs (up to 3)		3		
Chapter does not host their own diversity and inclusion program(s), workshop(s), and/or initiative(s)		-5		
6.) Professional/Career Development - Requires *Proof*				
Chapter hosts their own professional/career development workshop(s), and/or initiative(s)				
	100% +	10		
	80%	8		
	60%	6		
	40%	4		
6.1) Bonus: Chapter host additional Professional /Career Development programs (up to 3)		3		
6.2) Bonus: Chapter members attend job or internship fairs / Study abroad info / Meeting with the Career Center coach		3		
6.3) Chapter does not do Prof. / Career Workshops		-5		
CATEGORY TOTAL POINTS		MAX 55		

Community Involvement				
		Points Available	Chapter	Notes
1.) Greek Community and Council - Tracked by FSL				
1.1) Representative attends weekly council meetings				
	Expectation: Attendance at 75% of meetings	2		
	Attendance at 100% of meetings	4		
1.2) Representative attends FSL hosted Presidents meetings				
	Expectation: Attendance at 75% of meetings	2		
	Attendance at 100% of meetings	4		
1.3) Chapter member serves on respective council		3		
1.4) Chapter member serves as a Greek Ambassador		3		
1.5) Chapter member participates in the Greek Emerging Leaders program		3		
1.6) Chapter member participates in the Executive Leadership Series		3		
1.7) Chapter member is inducted this semester into Order of Omega		3		
2. Community Service - MUST SUBMIT VERIFIABLE *Proof*				
	8+ hours per member	8		Total Hours (TH) =
	7 hours per member	7		TH / Per members =
	6 hours per member	6		
	5 hours per member	5		
	4 hours per member	4		
	3hours per member	3		
	2 hours per member	2		
2.2) Chapter does not do community service		-5		
2.3) Bonus: Chapter host its own community service event for a local non-profit		3		
3.. Philanthropy - MUST SUBMIT VERIFIABLE *Proof*				
	\$35+ donated per member	8		Total Donation (TD) =
	\$30 donated per member	7		TD / Per members =
	\$25 donated per member	6		
	\$20 donated per member	5		
	\$15 donated per member	4		
	\$10 donated per member	3		
	\$5 donated per member	2		
3.2) Chapter does not do philanthropy		-5		
3.3) Bonus: Chapter reaches over \$100 donated per member		5		
3.4) Bonus: Chapter donates to Greek Week Penny Wars		3		
4.) Greek and University Activities - Requires *Proof*				
4.1) 10% of members or more: participate in Homecoming events (Fall) / Greek Week (Spring)		2		
4.2) 10% of members or more: attend a TU athletics events		2		
4.3) 10% of members or more: attend a NPHC or MGC New member debut		2		
4.4) 10% of members or more : attend a S.G.A. meeting on Tuesday afternoons		2		
4.5) 10% of members or more: attend an event hosted by the Campus Activities Board (C.A.B.)		2		
4.6) 10% of members or more: attend an event hosted by two different councils other than your own		2		
4.7) Bonus: 20% of members or more: attend FSL Office designated CAP + opportunities		max of 12		
5.) Alcohol Free Brotherhood/Sisterhood "Social" Events - Requires *Proof*				
5.1) Chapter plans and hosts a brotherhood or sisterhood event for their chapter*		10		
100%				
	80%	8		
	60%	6		
6.) % of members involved in on-campus co-curricular activities- Requires an Excel *Proof*				
	100%	10		
	80%	8		
	70%	6		
	60%	4		
	50%	2		
	40%	1		
7.) Alumni Relations - Requires *Proof*				
7.1) Chapter plans an event for alumni		3		
7.2) Chapter communicates with alumni (newsletter, facebook, group chats, up to 2 pts for each)		max of 4		
7.3) Chapter submits an excel sheet of graduating seniors (names, phone numbers, and personal emails)		3		
CATEGORY TOTAL POINTS		MAX 70		

Chapter Assessment Program Final Presentation

	Points	Our	Please list details here
1.) Content			
1.1) Representative presents highlights from "Academics"	2		
1.2) Representative presents highlights from "Chapter Management"	2		
1.3) Representative presents highlights from "Member	2		
1.4) Representative presents highlights from "Community Involvement"	2		
2.) Delivery			
2.1) Representative delivers an "Exceptional" presentation: Clear, articulate, eye contact, etc.	6		
Representative delivers an "Effective" presentation: Mostly clear, articulate, eye contact, etc.	4		
Representative delivers an "Average" presentation: Somewhat clear, articulate, eye contact, etc.	2		
3.) Visual Aid			
3.1) Representative delivers an "Exceptional" presentation: Great visual theme and layout, use of graphics, sound, and/or animation	6		
Representative delivers an "Effective" presentation: Mostly uses visual theme and layout, use of graphics, sound, and/or animation.	4		
Representative delivers an "Average" presentation: Somewhat uses visual theme and layout, use of graphics, sound, and/or animation.	2		
4.) Text Mechanics			
4.1) Representative delivers an "Exceptional" presentation: Representative's presentation has no misspelling or grammatical	6		
Representative delivers an "Effective" presentation: Representative's presentation has no more than two misspellings and/or grammatical	4		
Representative delivers an "Average" presentation: Representative's presentation has no more than four (4) misspellings and/or	2		
5.) Question and Answer			
5.1) Representative answers all questions clearly and concisely. Has a firm grasp of the information presented.	4		
Representative answers some questions clearly and concisely. Has an average grasp of the information presented.	2		
Presenter does not start presentation on time	-5		
Presenter does not know how to work technical equipment	-5		
Presenter is not dressed appropriately	-5		
Presenter goes over time limit	-5		
CATEGORY TOTAL POINTS	MAX 30		

Towson University Chapter Assessment Program Evaluation

Organization	Graded by	Semester

CAP Score	
Category	

<input type="checkbox"/>	All Men's GPA	
<input type="checkbox"/>	All Women's GPA	
<input type="checkbox"/>	University Average GPA	
<input type="checkbox"/>	Chapter GPA	

Overall Ranking	
Council Ranking	

Category	Expected Score	Chapter Score	Max Score
Academics	60		90
Chapter Management	40		55
Member Development	40		55
Community Involvement	40		70
Presentation	30		30
Total	210		300

NOTES		
Academics		
Chapter Management		
Member Development		
Community Involvement		
Presentation		

Areas of Improvement/ Recommendations	

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