EXPECTATIONS FOR EXCELLENCE & ELECTIONS

2022 Timeline and Overview

Overview: This is an initiative by the Office of Student Affairs to create a success-driven model that encourages all groups and organizations to become a larger part of the community rather than exist as insular groups. This program encourages co-sponsorship of events among community groups as well as increased use of resources. Each group or organization records a distinctive list of goals and events, reflects upon the five criterion, and plans strategies to be passed on from year to year as a transition document. With the help of their advisor, groups will update the document yearly, much like an evaluation, receive feedback, recommendations, and in some cases requirements to make their organization better each year.

The Expectations for Excellence Process will take place in combination with the election process for new executive board members. Newly elected executive board members will be announced prior to the final organization meeting at the end of the year so that they may join and discuss how best to move the organization forward in the following academic year. The Student Organization Virtual Review Meetings will feature past and present student organization executive board members and will be recorded to be placed on the student organization website. Each review meeting will be moderated by an individual from the review committee and include broad questions about the past year intended to assist in the overall marketing, planning, and structure of the organization.

Expectations for Excellence Timeline:

- March 14th – Student Organizations will receive their instructions and E4E form link
- April 15th – Student Organizations must submit their completed E4E
- April 18th – Review of E4E begins
- April 22nd – Review of E4E concludes
- April 25th – Student Organizations virtual review meetings begin
- April 29th – Student Organizations virtual review meetings conclude

Student Organization Election Timeline:

- March 28th – Election Platform Submissions begin
- April 1st – Election Platform Submissions due
- April 4th – Election Polls Open
- April 15th – Election Polls Close
- April 18th – Election Results Announced

Expectations for Excellence Review Committee:

- Robert E. Bones, Ed.D – *Assistant Dean of Student Affairs*
- Willord Simmons, Ed.M – *Assistant Director for Student Activities and Engagement*
- Rachel Grzejka, MSW – *Area Coordinator*

Instructions for Annual Report:

To complete your annual report:

Groups and organizations should start by carefully reviewing their organization's previous annual report. This information will be important as the current review form is completed. Each organization must submit one form via the Qualtrics link provided to them. The Qualtrics form is set up for organizations to begin and return to complete as needed. While one executive board member should be responsible for completing and submitting the organization's annual report form, it is encouraged that this process be a collaborative effort. *All information about response lengths will be included with each of the prompts and should be closely adhered to.*

The criteria, prompts, and overall structure of the annual report form is provided below for reference as organizations begin compiling their information. You will be asked to provide a review of how your organization meets and/or exceeds the expectations listed below.

Expectations:

1. Quality, original programming is expected of each group, organization, and Special Interest Housing group. These programs need to be directed toward the community in which you live (*Student Living Center – First-Year, Sophomore, and Juniors*) and should not be solely focused on activities just for group members. Groups are expected to have completed *AT LEAST* four (4) programs by the end of fall semester and four (4) programs between the start of spring semester and the Annual Review (mid-March).

Of these eight programs, one program must be focused on, or connected to community service and another to diversity. The programs must be open to the Eastman community and recorded properly via the organization's CCC page. Look to your advisor for suggestions on these programs and programming partnership opportunities.

2. Establish and maintain <u>monthly</u> contact with your Advisor for your group. Your advisor is the person who can best help you interpret the Expectations for Excellence and related expectations.

3. Student Organization executive board members are required to participate in leadership training at the start of both academic semesters, attend meetings with their advisor, and are required to provide an active, voting representative to the Eastman Students Association.

4. *Special Interest Housing Groups (ONLY) are allocated a specific number of housing spaces (single rooms) for the next academic year. This means that the group agrees that they have enough members to keep the allotted spaces filled for both the fall and spring semesters of the academic year. The group is required to maintain contact with the Office for Residential Life throughout the year to help facilitate room changes and to manage spaces that may occur during the year.

5. Groups will address each of the five Expectations for Excellence criterion, as outline below. The shared expectation from Student Affairs, Student Activities, and Residential Life is that each organization will use these expectations as a guideline for how they conduct the business of their organization over the course of the academic year.

6. Groups must submit their annual report forms by **Friday, April 15th by 11:59PM.** The Annual Report will be a review of how the group has met the expectations noted above. You can access the E4E Digital Annual report form here: **https://universityrochester.co1.qualtrics.com/jfe/form/SV_2lVQt5Xxvs1xwVg**

Criterion:

Each organization/group will be assessed by the following criteria:
- Scholarship
- Community Building and Programming
- Character Values
- Leadership and Organizational Management
- Expectations for Excellence

Prompts:

The information below includes all prompts that will be included in the annual review form. Please refer to this section as you complete your form:

SCHOLARSHIP
The pursuit of Scholarship within this community is not solely measured by grade point average, but by the accomplishment of goals through exploration, information gathering, reflection, discussion, evaluation, and informed decision-making.

Standard: We respect and support the academic goals of our new members and current members through their educational journeys. We recognize that each individual owns their education. We recognize that learning is not the only responsibility of social groups. We approach issues with open, critical, and searching minds. We engage others within and outside our organization to promote learning based on our mission, purpose, and goals.

Prompt: In no less than 100 words, please explain how your group or organization has demonstrated a commitment to Scholarship over the last academic year.

Rate: Please rank your organization on this standard – (A five-point scale will be provided)

Goals: Please identify three concrete goals for your organization to better its commitment to Scholarship in the next academic year. – (3 Spaces will be provided)

COMMUNITY BUILDING AND PROGRAMMING

Community Building and Programming are utilized to welcome, encourage, and support individual students in their clubs, organizations, and special interest housing floors. As these groups build strong, inclusive communities through relationships and partnerships, we aspire to create an atmosphere of civility, cooperation, trust, and respect.

Standard: We respect and support the academic goals of our new members and current members through their educational journeys.

Prompt: Please include your group/organization's list of programs complete with all event details (i.e. date, time, location, event blurb, etc.).

Prompt: Please include a brief review of each of the programs listed above. The review should include number of attendees, what went well, and what could have made the program better.

Groups or Organizations with CCC pages will be provided a box to check as confirmation that they have submitted the corresponding evaluations via the evaluation form.

Rate: Please rank your organization on this standard – (A five-point scale will be provided)

CHARACTER AND VALUES

Character and Values are demonstrated by our commitments to the communal principles of fairness, freedom, honesty, inclusion, responsibility, and respect, as well as, our vision and values: Meliora, Equality, Leadership, Integrity, Openness, Respect, and Accountability. Everyone in our

group strives to exemplify these principles, values, and maintains a good standing of behavior. Our policies and expectation reflect the highest ethical standards of good citizenship, honesty, propriety, and regard for the rights of others.

Standard: We have discussed the communal principles, the vision and values, and our mutual expectations with each other.

Prompt: In no less than 100 words, please explain how your group or organization has demonstrated a commitment to Character and Values. This could be through discussions of Meliora values, programs about principles of self-discovery, or training/workshops/conferences your members have attended that included thoughtful self-reflection.

Rate: Please rank your organization on this standard – (A five-point scale will be provided)

LEADERSHIP AND ORGANIZATIONAL MANAGEMENT
The group or organization actively recruits and prepares its leaders for the ongoing benefit of a stronger Eastman community. The organization is managed responsibly, acknowledging that current decisions and actions affect the future. To that end, clear systems and policies are developed to effectively sustain these structures. Decisions are made in a manner that is fair, consistent, value-oriented, and based upon available and verifiable information.

Standard: We actively promote valuable leadership opportunities and development for our members within the group through training and transitions.

Prompt: In no less than 100 words, please explain how your group or organization has demonstrated a commitment to leadership and organizational management. This could be through trainings attended, meeting protocols, miscellaneous leadership opportunities, etc.

Rate: Please rank your organization on this standard – (A five-point scale will be provided)

EXPECTATIONS FOR EXCELLENCE
The group or organization strives to do "ever better". This is accomplished by supporting each member's multiple identities and interests, integrating their passions into programming and activities, and creating/participating in programming that exemplifies the values, history, traditions, and principles of the group and the Eastman School of Music.

Standard: We had planned to have a fun-filled year, fulfill our mission and complete our goals.

Prompt: In no less than 250 words, please explain how your organization facilitated a fun-filled year, fulfilled it's mission, **AND** completed the goals outlined in the previous Expectations for Excellence report.

Prompt: In no less than 250 words, please explain whether your organization should receive more or less funding (for student orgs with funding ONLY), whether your group should have rooms reserved for students again (Special Interest Housing groups ONLY), and how your group or organization benefits the Eastman School of Music community (for ALL groups/organizations).

Rate: Please rank your organization on this standard – (A five-point scale will be provided)

Virtual Review Meeting Questions:

Each organization/group will be asked to respond to the following questions during their Virtual review meeting:
- Why should students join your group or organization?
- What makes your group or organization unique to the Eastman community?
- What are you looking for in new members?
- How does your organization or group connect with the Eastman community?
- Where can students find your organization's information?

This conversation will be moderated, recorded, and posted on the student organization's website for future recruitment purposes. Each virtual review meeting will also consist of a non-recorded portion where the organization's annual report forms will be reviewed with executive board members and their evaluation letter will be given to them at that time.