



SPS Chapter Report Review Guidelines for ZCs and AZCs

Reviewing submitted Chapter reports

- All submitted chapter reports will be reviewed by a team of four (4) SPS National Council members. The team will consist of two Associate Zone Councilors and two Zone Councilors.
- In order to facilitate and help ZCs and AZCs review, compare and acknowledge efforts of chapters in each zone as objectively as possible, and in an effort to bring some level of uniform evaluation across the 18 SPS Zones, all chapter reports will be reviewed for how well the report conveys the chapter's participation in the following kinds of interactions and activities, based on the statement of mission for SPS:

Chapter Report Review Criteria

Chapter interactions with SPS National Programs

Consideration of the chapter's participation SPS national-level programs, including SPS National membership, award opportunities, projects, scholarship applications, nominations for awards, participation in SPS based initiatives, including the commitment to diversity.

Chapter interactions with professional physics community

Consideration of the chapter's participation in SPS Zone meetings, national-level SPS meetings and/or other professional meetings, maintaining ties with alumni from the department, interactions with other professional physics-related groups, carrying out SPS commitment to undergraduate participation in meaningful research experiences, presentation of research, and other professional development interactions/activities.

Chapter interactions with campus community

Consideration of the chapter's participation in local SPS meetings, SPS sponsored social events or SPS involvement with other on campus events/groups, student recruitment and retention efforts as a student organization representing the school, and other campus/school related interactions.

Chapter interactions with the off-campus / public community

Consideration of the chapter's "scientific citizenship" efforts, including programs/interactions with/for K-12 students, teachers, or the general public, community service, or other public engagement activities in which SPS is represented outside the campus community.

Other efforts of the chapter to further SPS Purpose and Mission

"free style category" *Double weighted

Consideration of the other important, unique and meaningful chapter characteristics of all kinds, including but not limited to: how the chapter report conveys passion and enthusiasm within the chapter community and outside the chapter, efforts to identify and improve areas that may be lacking the level of student leadership development, ways the chapter has met the unique needs of their department/school, how the chapter report helps the reader understand the role of the chapter in the overall purpose and mission of SPS:

"The SPS exists to help students transform themselves into contributing members of the professional community. Course work develops only one range of skills. Other skills needed to flourish professionally include effective communication and personal interactions, leadership experience, establishing a personal network of contacts, presenting scholarly work in professional meetings and journals, and outreach services to the campus and local communities."

Scoring each review category (5-0)

Each evaluation category will be assessed points, in a suggested range of 0 to 5, interpreted as follows:

5: Chapter report conveys exemplary activity in this review category.

The report clearly presents enthusiastic, intentional participation in activities that fall within this category with attention to details that are useful for replication by chapters. It would be difficult to imagine ways that this activity level could be improved or expanded.

4: Chapter report conveys significant and noteworthy activity in this review category

The level of activity in this category as presented in the report clearly details an outstanding effort with little room for improvement with enough detail that other chapters might be inspired to do similar activities.

3: Chapter report conveys considerable activity in this review category.

The report makes reference to several instances of effort that fall within this review category without great detail.

2: Chapter report conveys some activity in this review category

The report mentions activities related to this review category with little or no detail.

1: Chapter report conveys little or no evidence of activity in this review category.

Activity/effort in this review category is mention only briefly. The level of activity/effort in this review category might be expanded or revised to better benefit chapter and others involved.

0: Chapter report does not mention this criterion.

Notes – Reviewing reports

- One pair (ZC and AZC) from the zone where the chapter is located and a second pair selected by the SPS Director will review each submitted report.
- Reviewers should use the above criteria so that reviews are as fair as possible in evaluating the success of the chapter based on the submitted report.
- Each chapter report will receive a total score between 0 and 30 from each reviewer.
- The scores of all reviewers will be averaged for the final score for each chapter.
- While reading each report, reviewers are asked to make a few notes about the strengths/possible improvements to the report. These columns have been added to the review spreadsheet

Notes – Collection of Important Data

- On the 2014 report template, there is a page for chapters to report leadership information (due to the transition to a new membership management platform). In addition, on the bottom of that page, there is a small table where chapters are asked to report key numbers that will be useful to the national office.

PLEASE RECORD THESE NUMBERS FOR EACH CHAPTER IN THE SCORING SPREADSHEET!

Notes – Selection of outstanding chapters

- Once each of the four reviewers has submitted a score for each submitted report. Each ZC will take responsibility for averaging scores and initiating the discussion of recommendations for chapters to receive the “SPS Outstanding Chapter” designation. Discussions should strive for consensus; scores may be changed to reflect new insights or to correct mistakes at that time.
- The Zone Councilor and Associate Zone Councilor must reach consensus in each zone. This team is responsible for sending final recommendations based on the scores and discussion to the national office

Example review Spread sheet

The Excel spreadsheet is equipped with formulas for double weighting the 5th category, summing and computing averages. It looks something like this:

Chapter	Interaction with campus community (0 to 5)	Interaction with professional physics community (0 to 5)	Interaction with SPS National Programs (0 to 5)	Interaction with the off-campus public community (0 to 5)	Other efforts to further SPS Purpose and Mission (0 to 5) double weight	Total Score	Strengths presented in the report (write complete sentences)	Areas that might be improved (write complete sentences)
Acme U.	5	3	3	2	4	21	Acme U does a great job with engaging students in the local YMCA! Also, meeting attendance is strong.	Acme U might consider doing some informative programs to encourage an increase in national members and encourage scholarship and award applications.
Etc.								

- The chapter reports submitted for each zone are preloaded into the team review spread sheets on the wiki. Every effort has been made to have the number of reports to read evenly distributed among zones.
- The reviewer should also use that spreadsheet to record notes for each chapter (these columns are located on the spreadsheet). This useful feedback will be sent to every chapter to congratulate the chapter on notable activities, or to encourage the chapter for the future.