



Cornell University
Office of the Dean of Students

Fraternity and Sorority Affairs
541 Willard Straight Hall
Ithaca, New York 14853-8201
t. 607.255.2310
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August 1, 2009

Pete Young
Sigma Alpha Epsilon* President
122 McGraw Place
Ithaca, NY 14850

Dear Pete:

The End-of-Year Chapter Evaluation Team, composed of students, faculty, alumni and staff, recently completed a comprehensive review of your chapter and the materials submitted on behalf of your organization for the 2008-2009 academic year. The Office of Fraternity and Sorority Affairs has designed this review process in an effort to support the chapter's continued compliance with the *Recognition Policy for Fraternities and Sororities and the Fraternity and Sorority Community's Core Principles*. It is in this advisory capacity that the team makes comments and recommendations. This annual evaluation and end-of-year assessment is designed to identify each chapter's strengths and provide guidance for areas of improvement. The evaluation team assigned a category rating, I (high) through III (low), for each chapter. Below is your chapter's rating from each principle:

Alignment to Values	<u>1</u>
Academic Excellence	<u>2</u>
Respect for New Members & Initiates	<u>2</u>
Commitment to Service	<u>1</u>
Social Responsibility	<u>2</u>
Promote Citizenship & Inclusivity	<u>1</u>
Self-Governance	<u>1</u>
Leadership Development	<u>1</u>
Healthy Living-Learning Environment	<u>1</u>
Life-long Connections & Affinity	<u>1</u>
Overall Rating	<u>1</u>
<i>Raw Score:</i>	<u>1.30</u>

The chapter has exceeded the expectations outlined in *the Core Principles and the Recognition Policy for Fraternities and Sororities*. I wish to congratulate your chapter for its outstanding accomplishments. Please feel free to utilize this information in any public relations efforts.

I trust that you will find the enclosed evaluation report helpful as your chapter prepares to set goals for the upcoming academic year. **Related to the Greek community's ongoing improvement, chapters are required to submit a list of goals to the Office of Fraternity and Sorority Affairs (Friday, October 2).** I strongly recommend that you make time in the first few weeks of the school year to sit down with either your executive board or your entire chapter membership to set these goals and outline your strategy for continued growth. At the Leader's Retreat each chapter will receive information regarding chapter goals, what is to be submitted to the OFSA, as well as some resources to assist you in this process.

The OFSA staff will conduct a goal-setting session at the Leaders' Retreat. Should your chapter wish to review its goals with your Council Advisor, please contact the office at (607) 255-2310 to schedule an appointment.

Please mark your calendar as it is expected that all Chapter Presidents will attend the Leaders' Retreat on Tuesday, August 25, 2009 at the Moakley House from 10:00am – 3:00pm. If your chapter is interested in the Creating Chapters of Excellence program for 2009-2010, there will be a reception immediately following from 3:00-4:00pm. A continental breakfast and lunch will be provided.

We look forward to working with Sigma Alpha Epsilon* in the fall. Please do not hesitate to call your OFSA advisor at (607) 255-2310 if you should have any questions regarding the content of this letter.

Sincerely,



Travis T. Apgar
Robert G. Engel Associate Dean of Students

cc: Chapter Advisor
House Corporation President
National Headquarters
Faculty Advisor
Council Advisor
File

attachment

Introduction *(staff only)*

This section is not evaluated; however, your thoughtful response shall be used in determining the overall rating. All judicial records will also be considered in the overall evaluation and rating.

Name: **Kara Miller**

Did the organization submit the following?	Yes	No	
Verification Letter submitted	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Chapter Statistics record	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Fulfilled all council requirements	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	Yes	No	Late
Constitution & Bylaws (most updated)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
All paperwork into OFSA	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chapter Facts	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chapter Roster	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Complied with federal, state, local and university regulations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Awareness of Chapter Strengths and Challenges

You followed the best practices model that OFSA outlines by receiving the 2007-2008 End of Year chapter assessment and then using that as a measure to set your 2008-2009 goals. I am happy that you can point to notable accomplishments. You particularly reference accountability and social guidelines, which tend to go hand in hand. I am glad that you were able to overhaul your chapter's internal judicial board and make it a stronger process. Furthermore, you did face a few social event management violations in the fall and we have not seen any from your chapter this spring which is a mark of success. I like the statement you made about "nothing in the chapter got worse." It is obvious that you are making many efforts to improve the chapter but realizing that you need the membership to buy in and follow along to create any real change.

Alignment to Values Evaluation *(staff only)*

The organization was rated by students, faculty, staff and alumni in the reading of the End of Year Reports. Please find the feedback and rating for each of the above sections below.

Evaluator Name: Kara Miller

Did the organization submit the following?	Yes	No
Organization's Founding Values, Mission, Vision, Creed	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Organization's Goals	<input checked="" type="checkbox"/>	<input type="checkbox"/>

1 - Exceeds Expectations

Living Your Values & Ritual

The True Gentleman Initiative is a good model to practice. I would have liked to see a little more description here.

1 - Exceeds Expectations

Goals to Values

You have participated in the process exactly like we would hope. You took the feedback from last year's End of Year report and translated it into goals for 2008-2009.

1 - Exceeds Expectations

Greek Image

I do think the chapter has made my strides this year to present a positive image. Examples they illustrate include participating in a canned food drive and also having a member start a newsletter to promote high ideals of Greek life. Furthermore, having the IFC President in your chapter further aids your image.

2 - Meets Expectations

Adherence to Policies

You are very honest and accurate in your assessment. You faced some challenges with your events in the fall. I think you have renewed your efforts and understanding of the policies for the spring semester.

1 - Exceeds Expectations

Chapter Relations and Standards Board

The chapter has a judicial board in place. It is my hope that they use it when appropriate.

1 - Exceeds Expectations

Overall Assessment for Alignment to Values

I think that SAE has really taken strides to respect, honor, and instill the values of their organization in everyday life this year, and I think it is noticeable. I encourage the chapter to continue these positive steps.

Academic Excellence Evaluation *(staff only)*

The organization was rated by students, faculty, staff and alumni in the reading of the End of Year Reports. Please find the feedback and rating for each of the above sections below.

Evaluator Name: Michael Mascarenhas

Did the organization complete the following?	Yes	No
Awards and Recognition Record	<input checked="" type="checkbox"/>	<input type="checkbox"/>

1 - Exceeds Expectations

Scholarship Program

Your fraternity as a unit clearly takes scholarship very seriously. Your study hours and high standards for GPAs in your brotherhood are in line with what IFC expects of you.

3 - Fails to Meet Expectations

Faculty Involvement

While it is wonderful that your brothers attend seminars held by faculty outside of your house, certainly a house as well connected as yourselves would be able to attract a large number of faculty and staff to an event inside your house.

2 - Meets Expectations

Faculty Fellow

Your faculty fellow appears adequately involved in the day to day proceedings of your fraternity.

2 - Meets Expectations

Overall Assessment for Academic Excellence

Overall, your academic standards are quite present in what you have written. You are very well connected and established in the university as leaders. Your house GPA, while not a standout, is not bad. The only thing keeping you from exceeding our standards would be to involve the faculty in the operations of your fraternity.

Respect for New Members & Initiates Evaluation *(staff only)*

The organization was rated by students, faculty, staff and alumni in the reading of the End of Year Reports. Please find the feedback and rating for each of the above sections below.

Evaluator Name (new member): Eddie Rooker

Evaluator Name (member): Eddie Rooker

Evaluator Name (recruitment/intake/rush): Eddie Rooker

Did the organization complete the following?	Yes	No	
Educational Program Record	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Met 75% required attendance at Delta Series	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Met requirements for participation in A.D. White Leadership Conf.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Accomplished recruitment goal	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SHAG Presentation Training completed	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Utilized New Member Grant through OFSA	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Yes	No	Late
New member calendar	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
New Member List submitted	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Submitted Anti-Hazing Compliance Form	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Submitted Anti-Hazing Forms	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2 - Meets Expectations

Values driven new member development

New member development provides a solid ground for education around running a house but needs more programming in regards to fraternity's values.

2 - Meets Expectations

Process for evaluation and revision

Process for evaluation seems thorough. Would suggest a more complete review of the entire process as a whole to ensure that values of the brotherhood are being explained effectively and efficiently.

2 - Meets Expectations

Hazing prevention and education

Would suggest a more concrete punishment be set if a brother is found guilty of hazing and that pledges understand who to report any actions that could be considered hazing.

2 - Meets Expectations

Best practices: New member

Best practices show a strong commitment and emphasis on brotherhood and unity. Would suggest that in addition to these programs the brotherhood look into academic and service oriented programming as well.

3 - Fails to Meet Expectations

Member development

Possibly misunderstood the question. Needed to provide insight into continued member development after an individual is initiated. Brotherhood should look into developing a list of requirements to be considered an active member and to ensure that brothers are constantly being pushed to improve. This will create a healthier chapter in the long run.

3 - Fails to Meet Expectations

Best practices

Didn't provide member development best practices. Did not understand the question.

2 - Meets Expectations

Recruitment/Intake/Rush process

Appreciate the honesty. Ensure that new members are being evaluated on the values of the organization. Would suggest informing new members of the fraternities commitment to specific values to ensure that the brotherhood is attractive qualified individuals who will be dedicated to these values.

2 - Meets Expectations

Best practices: Recruitment/Intake/Rush

Events allow brothers and potential new members to truly get to know one another. Would suggest planning events that emphasize the values of the fraternity during rush week.

2 - Meets Expectations

Overall Assessment for Respect for New Members & Initiates

It seems that Sigma Alpha Epsilon provides a positive environment for new members and initiates. To improve I would suggest more programming for current and new members that is based upon the fraternity's values.

Commitment to Service Evaluation *(staff only)*

The organization was rated by students, faculty, staff and alumni in the reading of the End of Year Reports. Please find the feedback and rating for each of the above sections below.

Evaluator Name: Jennifer Hillman

Did the organization complete the following?	Yes	No
Chapter Service Record	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Chapter Activism/Advocacy Record	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Chapter Philanthropy Record	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Chapter Fundraising Record	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Participated in Day of Demeter	<input type="checkbox"/>	<input checked="" type="checkbox"/>

1 - Exceeds Expectations

Best practices

Fashion Show - The event seemed to be successful for its first year, and I anticipate that it will only grow in success. I suggest looking for a partnership possibly with CDL because they always have high turn out at their events and may also be willing to donate clothes for the show or for a raffle and bring other members of the Cornell Community to the event outside of the Greek community.

Relay for Life - It is great to see your support of a campus event and raising so much money. Consider having the highest donors sharing best practices with the chapter members to encourage more members to reach higher donation levels. Also, consider hosting events as a chapter and directing the funds to the Relay for Life team.

Additionally, remember that the chapter needs to balance service events with philanthropy events. The SAE and AIM program looks to promise a good service opportunity for the entire chapter to be involved in. Continue to expand on this area of service within your chapter.

1 - Exceeds Expectations

Balanced service record

Sigma Alpha Epsilon shows an exceptional commitment to the Greek philanthropy and service opportunities. Continue to expand on service opportunities within the Cornell Community and seek ways to involve non-Greek organizations and individuals in your philanthropy and service opportunities. Additionally, the AIM partnership is a great way to focus on relations with the Ithaca community. I would additionally suggest individuals who are spending a lot of time volunteering in the Ithaca community present their projects to the chapter to encourage participation from more members.

1 - Exceeds Expectations

Overall Assessment for Commitment to Service

Overall, the chapter and individual members show a commitment to service both on campus and in the Ithaca community. Continue to encourage new members to become involved in organizations that are meaningful to upperclassmen such as BBBS and Reach. Also, focus on expanding current events and developing new service opportunities, while allowing underclassmen to contribute in the planning process and develop their leadership skills.

Social Responsibility *(staff only)*

The organization was rated by students, faculty, staff and alumni in the reading of the End of Year Reports. Please find the feedback and rating for each of the above sections below.

Evaluator Name: Jessica Intravia

Did the organization complete the following?	Yes	No	
Chapter Social Event Record	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Chapter Educational Program Record	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Attendance at Event Management Training	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Updated Insurance Policy	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Attendance at Call 2 Action Summit	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	Yes	No	Late
Event Management Agreement Form	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Social Responsibility Committee Form	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3 - Fails to Meet Expectations

Best practices: Social events/programs

Please describe in detail what this event was. "an event with a MGLC sorority/fraternity" is not an a clear description of what occurred during the event or why it was so successful.

2 - Meets Expectations

Event management

Continue to follow IFC event management guidelines. In the future consider proactive steps to further reduce the risk associated with an event.

2 - Meets Expectations

Active training and education around social behavior

Well done looking to outside sources for continuing alcohol education. How else can you incorporate these trainings into regular practice?

2 - Meets Expectations

Risk management and harm reduction

How can you have multiple people, not just the "Eminent Warden" in charge of reducing the risks associated with your organization?

2 - Meets Expectations

Overall Assessment for Social Responsibility

Please describe the benefit that your organization has experienced through your attention to social responsibility as the question states.

Promote Citizenship and Inclusivity *(staff only)*

The organization was rated by students, faculty, staff and alumni in the reading of the End of Year Reports. Please find the feedback and rating for each of the above sections below.

Evaluator Name: Allen Miller

Did the organization complete the following?	Yes	No
Cultural Program Record	<input checked="" type="checkbox"/>	<input type="checkbox"/>

1 - Exceeds Expectations

Greek community involvement

Undoubtedly, Sigma Alpha Epsilon is one of the most exemplary chapters's in terms of Greek involvement. Brothers are involved in many areas at Cornell including: athletics, service and fraternity governance.

1 - Exceeds Expectations

Cornell campus community involvement

SAE is highly dedicated to the Cornell campus. Their brothers span the whole gamut of Cornell community involvement.

1 - Exceeds Expectations

Ithaca and the greater community involvement

Outstanding work with the city and larger community. Numerous examples of programs and individuals who make a big impact on our community.

2 - Meets Expectations

Greeks Go Green initiatives

Sounds like SAE has some great ideas that are currently in the planning stage. I look forward to seeing them implemented.

2 - Meets Expectations

Best practices

SAE has done a great job in fostering cultural awareness and diversity. It would be great if the chapter could sponsor one of its own cultural events this coming year.

1 - Exceeds Expectations

Overall Assessment for Promote Citizenship and Inclusivity

Sigma Alpha Epsilon continues to lead the the fraternity community in an exemplary manner. Individuals from SAE are at the top of highly influential organizations from the IFC to the City Council to Quill and Dagger. They are also actively involved with community service, athletics, musical groups and philanthropy. The combination of all this makes SAE stand out. Enough said.

Self-Governance *(staff only)*

The organization was rated by students, faculty, staff and alumni in the reading of the End of Year Reports. Please find the feedback and rating for each of the above sections below.

Evaluator Name (leadership/chapter): Kara Miller

Evaluator Name (finances/dues): Dale Williams

Did the organization complete the following?	Yes	No
Organization chart of leadership structure	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Example meeting agenda and minutes	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Chapter budget	<input type="checkbox"/>	<input checked="" type="checkbox"/>

1 - Exceeds Expectations

Leadership structure

Thank you for the thorough description of your officers and the supporting documentation. I also like that you added assistants to the positions to help develop emerging leaders.

1 - Exceeds Expectations

Chapter meetings

YOU are correct that meetings are a great way to teach new brothers about the chapter's ritual and operations. You may want to invite them for the parts they can attend as new members. A consistent time for meetings is also a good practice. You have rules in place for order but you also make sure to encourage members by having a True Gentleman of the Week and other such incentives. Good job!

1 - Exceeds Expectations

Chapter elections and appointments

I like that both new and old officers reconvene in January to discuss chapter goals and the state of the chapter. Your officer resources seem to really be developing. This is something to continue to use and improve.

2 - Meets Expectations

Financial systems and procedures

*Uses Quicken accounting tool - good.
Good reimbursement process.
New members and their parents are informed of finances - Great!
Good description of systems.
No budgets submitted??
Also consider:
Use Dual signatures on checks?
Do you have a Damage agreement for all membership?
Have a Receivables process?
Use a Collection process?
Chapter might benefit from treasurer training*

2 - Meets Expectations

Dues

Good dues process. Financial hardship handled well with special arrangements or a scholarship.

1 - Exceeds Expectations

Overall Assessment for Self-Governance

You did a very nice job of describing your current practices. It is evident that the chapter spent time this year analyzing current practices and coming up with suggestions to improve. Keep it up!

Leadership Development *(staff only)*

The organization was rated by students, faculty, staff and alumni in the reading of the End of Year Reports. Please find the feedback and rating for each of the above sections below.

Evaluator Name: Travis Apgar

Did the organization complete the following?	Yes	No
Member Involvement & Leadership Record	<input checked="" type="checkbox"/>	<input type="checkbox"/>
List of committees	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Officer training agendas, forms or other training materials	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Attendance at Leaders Retreat	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Had member participate in Emerging Leaders	<input checked="" type="checkbox"/>	<input type="checkbox"/>

1 - Exceeds Expectations

Member involvement & leadership

It is outstanding that 100% of your members are involved in an outside organization, and many are or have been leaders. Bringing that experience back to benefit the chapter is critical.

1 - Exceeds Expectations

Organization committees

This is a great example that we should share with the rest of the community. I would strongly suggest that you find a way to ensure this does not end when Curtis' term ends. Put a mechanism in place to keep it going.

2 - Meets Expectations

Officer training and transition

It looks like you are making use of technology and thinking ahead, which are good signs. I always like to encourage chapters to consider having year long terms for all officer positions, and stagger the terms so that there is overlap providing continuity and an easier transition.

2 - Meets Expectations

Participation in inter/national conferences/workshops

Make the best use of your international fraternity. Attend their conferences and take advantage of their resources.

2 - Meets Expectations

Member programming/training

The encouragement you describe is good, but you could do more around intentional formalized leadership trainings and presenting members with opportunities to gain experience. Utilize the resources around you, especially your alumni.

1 - Exceeds Expectations

Overall Assessment for Leadership Development

Keep up the good work, and make sure you maintain the momentum when Curtis' term is up.

Healthy Living-Learning Environment *(staff only)*

The organization was rated by students, faculty, staff and alumni in the reading of the End of Year Reports. Please find the feedback and rating for each of the above sections below.

Evaluator Name: Travis Apgar

Evaluator Name: Christine Applegate

Did the organization complete the following?	Yes			No
Annual facility improvement/maintenance plan	<input checked="" type="checkbox"/>			<input type="checkbox"/>
Facility improvement pictures	<input checked="" type="checkbox"/>			<input type="checkbox"/>
Chore schedule	<input checked="" type="checkbox"/>			<input type="checkbox"/>
Housing contract	<input checked="" type="checkbox"/>			<input type="checkbox"/>
Five-year forecast outlining long-term improvements for chapter	<input checked="" type="checkbox"/>			<input type="checkbox"/>
Chef participated in ServSafe Program opportunity	<input checked="" type="checkbox"/>			<input type="checkbox"/>
Steward participated in ServSafe Program opportunity	<input type="checkbox"/>			<input checked="" type="checkbox"/>
Organization attended House Manager Training	<input checked="" type="checkbox"/>			<input type="checkbox"/>
	Yes	No	Late	
Organization submitted Housing Status Reports	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

1 - Exceeds Expectations

General maintenance/ repairs

1 - Exceeds Expectations

Safety

You all have done an especially good job monitoring the premises during events, thank you.

2 - Meets Expectations

Kitchen Safety & Sanitation standards

SAE is to be applauded for having a professional, ServSafe certified chef who is raising the bar on food safety at SAE. It is also extremely important that the steward receive food safety training, too. Since the kitchen has 24 hour access, chapter members would also benefit from a basic food safety presentation which could be provided by OFSA.

More detail would be helpful in evaluating the effectiveness of SAE's kitchen cleaning program in terms of specific duties, supervision, and (especially) accountability since, by the brotherhood's own admission, kitchen sanitation has been unacceptable in the past.

A written kitchen safety and sanitation program would be a great benefit to this chapter by providing consistency year after year.

1 - Exceeds Expectations

Facility standards

1 - Exceeds Expectations

Overall Assessment for Healthy Living-Learning Environment

Please keep the positive momentum! Do not let the success of the last couple of years be because of the individual leaders in office, rather because of the culture of an upstanding brotherhood that cares.

Life-long Relationships & Affinity *(staff only)*

The organization was rated by students, faculty, staff and alumni in the reading of the End of Year Reports. Please find the feedback and rating for each of the above sections below.

Evaluator Name: Jessica Intravia

Did the organization complete the following?	Yes	No
Alumni/Advisors list with contact information, title & role	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Copy of alumni(ae) newsletter (or any communication)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Alumni communicates with OFSA/council advisor	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Alumni/organization advisor has attended 1 system-wide event	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Organization has hosted/co-sponsored events with/for alumni	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Alumni/Advisors list with contact information, title & role	<input checked="" type="checkbox"/>	<input type="checkbox"/>

1 - Exceeds Expectations

Alumni/advisor interaction

I'm glad to hear that your alumni have taken such an active role in supporting the brotherhood.

2 - Meets Expectations

Alumni communication/outreach

How do you reach out to alumni who may not be currently active?

1 - Exceeds Expectations

Alumni support/involvement

Good job on soliciting both financial and programmatic support from your alumni.

1 - Exceeds Expectations

Organization and alumni events

The young alumni NYC event as noted in the newsletter is also a great initiative.

1 - Exceeds Expectations

Overall Assessment for Life-long Relationships & Affinity

You are very fortunate to have such an active alumni network. I hope that you continue to engage young alumni and encourage them to be active participants.