



National Society of Black Engineers®

***FRESHMAN RETENTION PROGRAM
PLANNING & EVALUATION***

Version 1.0.0



National Society of Black Engineers Freshman Retention Program

Freshman Retention Program Evaluation

Restrictions on Program Evaluation: Chapters and Members that are planning to take part in the Freshman Retention Program will be required to take part in the program evaluation and feedback tools over the course of the academic year. Failure to communicate program evaluation documentation will result in a Chapter not receiving recognition by the National Programs Committee.

Evaluation Tools: There are three forms of providing feedback and evaluation of the NSBE Freshman Retention Program.

- The Institute for Chapter Development
- Chapter Monthly Reports
- Program Evaluation Forms

The Chapter Monthly Reports (CMR) will ask more specific questions regarding student participation in your Chapter's implementation of the Freshman Retention Program. The CMR's may inquire about exam scores, homework scores, and other figures that measure student performance throughout the course of the program. The Institute for Chapter Development will inquire more general information about the overall performance of the Chapter's and its relation to the Institution.

Supplemental Evaluation Tools: An additional program evaluation tool may be requested from your Chapter after the Annual Convention to ensure that we acquire data that relates the beginning of the freshman year with the conclusion of the first-year academic experience.

The program evaluation documentation should be submitted based on the following guidelines:

- All sections of the documentation must be clearly addressed.
- Omitted and/or vague information should be avoided when possible.
- Provide as much detailed information as possible to support your Chapter's execution of the program (include information on how the Members directly supports the program goals and objectives, figures that measures the performance of your Chapter, etc.).



- Documentation that does not clearly articulate the data associated with the program (mentors, workshop and seminar leaders, and freshmen participants) will not be considered for awards and recognition. Members' names are not required; however, an accurate track record of each student is needed for evaluation (i.e., Chapter's may utilize 'Student 1', 'Student 2', etc.). We recommend Chapter's utilize the Members' NSBE ID number in conjunction with the last name.
- The Chapter's Programs Chairperson is responsible for the submission of all NSBE Freshman Retention Program documentation to the National Programs Committee.
- **An alteration made to the Freshman Retention Program that differs from the recommended implementation requires additional documentation that keeps track of any program changes. The supplemental forms are found at the end of this document.**

Program Evaluation Guidelines

This section outlines the required format for all Freshman Retention Program evaluation documentation that is independent of the Institute for Chapter Development. The National Programs Committee will not evaluate any documentation not submitted in this format. The author of the documentation will be notified of review with explanation within 48hrs of submission.

Program Planning Sheet (Cover Sheet): When submitting the program evaluation documentation, please complete the cover sheet. The cover sheet is required for all evaluation documentation that is submitted so that the National Programs Committee can ensure that all documents pertaining to your specific Institution are kept together. Please make sure to include the Chapter address, telephone number, email address and the name, telephone number, and email address of the Chapter President and Chapter Programs Chairperson.

Program Participant Sheet: The program participant sheet is an essential part of the program evaluation. This sheet is needed in order to keep an acceptable data record of student progress and Chapter performance. We recommend utilizing this sheet in accordance with an attendance sheet to ensure that all performance indicators and success metrics are recorded throughout the implementation of the program.

Chapter Name (Chapter Code): A list of the NSBE Chapter(s) who coordinate an event is needed on each page of the program evaluation. This ensures that all documents pertaining to a single Chapter are kept together.



Author and Key Contact Person(s): We understand that the operation of such a program can be an overwhelming responsibility for just the Chapter Program Chairperson and that Chapter's sometimes have specialized reporting structures with regards to Regional communications, National communications, etc., thus, when filling out the evaluation documentation, please identify the Chapter member responsible for submitting the documentation (name and title), as well as the Chapter secondary contact for the program. Please provide contact phone numbers and email address for all points of contact.

Official Name of the Program: Please recognize that the official name of the program is the NSBE Freshman Retention Program. The specific programmatic components that fall under the umbrella of the program, however, do not have a name. If your Chapter has utilized a name for its programmatic pieces, please provide those. If the names provided by your Chapter are of interest for the official naming of a programmatic piece, you'll be informed and your Chapter will be rewarded for its efforts.

Program Start and Finish Date: Please indicate the start and finish date of the program. Because Institutions have different operating schedules, this information will be essential to calibrating the difference when recognizing the efforts of each individual Chapter. The author is required to report in this section *if and when* a programmatic piece has been implemented in a previous fiscal year.

Program Objectives and Goals: Because of the nature of our organization, there may be additional (or fewer) program objectives and goals per Chapter. However, the ultimate objective of the Freshman Retention Program remains the same, regardless of the Chapter. This section communicates the purpose of the program and should provide information on the benefits of implementing the program to your respective memberships.

- Communicate the relative priorities of these objectives and the anticipated impact of the program on the membership.
- Communicate how each programmatic piece directly relates to the ultimate objectives and goals, the National Directives, and the National Long Range Plan.

Membership Sector Impacted: The goals of the program are specifically designed to address freshman members of NSBE. Some Chapters may find it useful to include all new members (freshman and sophomore) as a part of the initiative. This section outlines those individuals who will benefit from the program and how their benefits will differ.

Program Budget: As planned, the Freshman Retention Program should operate with little to no cost. The program calls upon the membership to serve as



workshop and seminar facilitators and mentors. If there are any programmatic pieces that should require funds, this section should provide a detailed account of those anticipated budget expenses. Expenses should also include the expected revenue and in-kind (no cost) support. The budget should:

- Provide the proposed detailed line item budget including expenses, income (i.e. donations, fund-raisers etc.) and specifics of each item (i.e. games, prizes, exhibits etc.).
- Please indicate how income dollars from NSBE and other resources will be distributed among your expense budget (what sponsorship money will pay for what line items).
- List any in-kind resources that will be utilized.
- **Actual program budget (actual expenses and total income) should be listed upon the conclusion of the program.**

Program Planning Sheet (See attached form below): The Program Planning Sheet (similar to that in the NPF) is a helpful document that can assist with the logistics and responsibilities planning of the Freshman Retention Program. Please utilize the Program Planning Sheet to initially identify the key components of the program evaluation as listed in the previous sections. The National Programs Committee requests this document with the submission of the first Chapter Report.

Program Evaluation Form (Chapter): This form should be submitted by the point of contact for the Chapter's implementation of the Freshman Retention Program. This form must be submitted at the conclusion of the program in order to be considered for Chapter recognition. The evaluation form is attached below.

Program Evaluation Form (Member): This form should be submitted by the member of a Chapter that has implemented the Freshman Retention Program. This form must be submitted as a part of the scholarship application when applying for the awards offered to program participants and program facilitators/mentors. While there is a single event that requests the Member's Program Evaluation Form, Chapters may find it useful to periodically request an evaluation of their program. The evaluation form is attached below.

Key Dates for Evaluation Submissions: There are several key dates that relate to the submission of program evaluation. The Institute for Chapter development is required in two parts: the first part is due on Sunday, November 22, 2009 and the second part is due on Sunday, February 14, 2010. The deadlines for Chapter Monthly Reports are set by the Regional



Programs Chairpersons. If you need assistance with any program evaluation tools, please contact any member of the National Programs Committee so that you may receive assistance.

Evaluation Submissions & Response Times

Because the National Programs Committee expects to review each Chapters' evaluation documentation and provide feedback that can assist in your efforts to implement the Freshman Retention Program, the response time will differ from the normal National Communications response. The response/review time, on program evaluation documentation is 21 days. This pertains to evaluation submissions via the Institute for Chapter Development. Submissions via the Chapter Monthly Reports have a response/review time of 14 days. Individual Member and Chapter evaluation forms have a response/review time of 7 days. The response times are designated based on the estimated number of submission at the given deadlines. The process timeline is outlined below.

Individual Member and Chapter Submissions (7 days maximum): To submit an individual Member or Chapter evaluation, a softcopy should be emailed to the National Programs Chair at programs@nsbe.org. When submitting the documentation, the subject line of the email **must** read Freshman Retention Program: [Chapter Name] – [Form Type (Member or Chapter)] Evaluation. All documentation is to be submitted via softcopy.

Chapter Monthly Reports (14 days maximum): As mentioned in previous section of this document, the Regional Programs Chairs will determine the deadline for Chapter Monthly Report submissions. To accommodate for a thorough review of the reports, the National Programs Committee will utilize a two-week period to review submissions and provide feedback.

Institute for Chapter Development (21 days maximum): The Institute for Chapter Development and all supporting documents should be submitted in softcopy to the National Programs Committee via NOL (NSBE Online). The deadlines for the Institute for Chapter Development are presented in the previous section. In the event that NOL cannot be accessed, please contact both your Regional Programs Chairperson and the National Chairperson immediately. There is no alternative form of submitting the Institute for Chapter Development, so ensuring your Chapter can submit the necessary information via NOL is of the utmost importance. Specific program responses will be submitted to the Chapter's indicated point of contact for the Freshman Retention Program.

All other inquiries regarding the program remain with a 48hrs response time. In the event that your Chapter needs assistance at any point during the program year, please communicate with both your Regional Programs Chairperson and the National Programs Chairperson.



National Awards (Annual Convention): The Chapters, program participants, and workshop and seminar facilitators will be awarded the respective National Awards during the Annual Convention to be held in Toronto, Canada. In the event that a Chapter, program participant, or workshop or seminar facilitator is not present at the National Convention, the rewards will be delivered to the program point of contact and should be distributed by the Chapter. The estimated delivery is expected to be within 45 days of the conclusion of the Annual Convention.



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Freshman Retention Program Cover Sheet

General Chapter Information

Date: _____ Chapter Code: _____
 Chapter: _____
 Address: _____
 City: _____ State: _____ Zip Code: _____

Chapter Contact Information:

President: _____
 Telephone No. () - _____ E-Mail Address: _____
 Programs Chair: _____
 Telephone No. () - _____ E-Mail Address: _____

If the Freshman Retention Program contact person is someone other than the Chapter President or Chapter Programs Chairperson, please list that person below. If there is also a secondary point of contact, please also provide their contact information.

Primary Contact: _____
 Telephone No. () - _____ E-Mail Address: _____
 Secondary Contact: _____
 Telephone No. () - _____ E-Mail Address: _____

Program Operational Information:

What is your Institutions academic calendar? ☐ Semester ☐ Quarter
☐ Trimester ☐ Other

If other, please explain: _____

Does your Chapter work with its MEP Director? ☐ Yes ☐ No

If yes, please provide their contact information:

MEP Director: _____
 Telephone No. () - _____ E-Mail Address: _____

If no, do you know how to get in contact with them? ☐ Yes ☐ No

Will your Chapter implement all three programmatic pieces of the Freshman Retention Program? ☐ Yes ☐ No

If no, please list what pieces you will NOT be doing: _____

Do you anticipate that your Chapter will request funds from the National Programs Fund? ☐ Yes ☐ No

If yes, for what events do you wish to request funds? Explain. _____

Are you aware of your Institutes retention rates? ☐ Yes ☐ No
 If no, do you need help acquiring that information? ☐ Yes ☐ No



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Freshman Retention Program Planning Sheet

The Program Planning Sheet is provided in checklist form to ensure that your Chapter can progress in the most convenient format on implementing the Freshman Retention Program. If you have any difficulties following this sheet, feel free to contact any member of the National Programs Committee for assistance.

Problem Solving Seminars:

FOR CHAPTER LEADERS:

- ☐ Identify upperclassmen that can serve as seminar facilitators
 - ☐ Set a deadline and distribute an application form for seminar facilitators
 - ☐ Verify the GPA of anticipated seminar facilitators
 - ☐ Select an appropriate number of facilitators based on the anticipated number of freshman program participants
- ☐ Schedule a program orientation event
 - ☐ Reserve a classroom/space to introduce freshman to the program
 - ☐ Fully develop the participant application
 - ☐ Determine a timeline for participant application submissions
 - ☐ Determine the selection process for the seminar groups
- ☐ Create seminar groups
 - ☐ Utilize the participant applications to determine an appropriate size of seminar groups (we recommend no more than eight (8) per group)
 - ☐ Sort students into groups based on the classes enlisted on their application

FOR FACILITATORS:

- ☐ Identify the "syllabus" for the seminar group
 - ☐ Obtain the syllabus for the class (or syllabi for the classes) that you are leading
 - ☐ Gather challenge problems that relate to each lecture topic
 - ☐ Schedule supplemental study group discussions based on exam schedules
- ☐ Schedule the seminar group's schedule for the academic term
 - ☐ Meet with seminar participants to establish a weekly meeting schedule
 - ☐ Reserve a classroom/space to meet with students during scheduled meetings
 - ☐ Determine the appropriate length and frequency of seminar group meetings
- ☐ Keep a record of student performance
 - ☐ Collect student performance information at the start of each group meeting (e.g., collect homework scores, quiz scores, exam scores, etc.)
 - ☐ Review student performance via discussing academic distress and difficulty



Skill Development Workshops:

FOR CHAPTER LEADERS:

- ☐ Identify workshop facilitators
 - ☐ Determine the number of workshop to be offered during the academic year
 - ☐ Determine the desired topics for the workshops
 - ☐ Brainstorm key leaders who can present the desired workshop topics
 - ☐ Draft an invitation letter to be distributed to the desired workshop facilitators
- ☐ Schedule the workshops
 - ☐ Determine the appropriate timeline to workshops
 - ☐ Align workshop topics with the term (e.g., exam preparation before midterms)
 - ☐ Determine the appropriate time to have meetings (refrain from over-committing the Chapter membership)
 - ☐ Reserve the classroom/space needed for the workshops

Mentorship Program:

FOR CHAPTER LEADERS:

- ☐ Identify upperclassmen that can serve as the program's mentors and freshman that can serve as the program's protégés
 - ☐ Set a deadline and distribute an application form for mentors
 - ☐ Set a deadline and distribute an application form for protégés
 - ☐ Verify the GPA of anticipated mentors
 - ☐ Select the needed number of mentors based on the number of protégés
 - ☐ Determine the selection process for the seminar groups
- ☐ Schedule mentor-protégé large-scale events
 - ☐ Reserve a classroom/space to provide for the large-scale events
 - ☐ Identify activities that all mentors and protégés would enjoy/benefit from.
 - ☐ Determine a timeline for anticipated mentor involvement
- ☐ Create mentor-protégé pairs
 - ☐ Utilize the applications to determine the appropriate mentor-protégé pairs

FOR MENTORS:

- ☐ Schedule meetings with the protégé
 - ☐ Meet with protégé to establish a consistent meeting schedule for the term
 - ☐ Identify the protégé's interests and schedule specialized meetings accordingly
 - ☐ Determine the appropriate length and frequency of pair meetings
- ☐ Maintain communication with the protégé
 - ☐ Develop protégé confidence, assist with skill development, and provide insight into available college resources and opportunities
 - ☐ Review student performance via open discussions that connect with the protégés beyond casual conversation



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Freshman Retention Program Attendance Sheet

General Chapter Information:

Date: _____ Chapter Code: _____
Chapter: _____
Address: _____
City: _____ State: _____ Zip Code: _____

Event Type:

☐ Problem Solving Seminar ☐ Skill Development Workshop ☐ Mentorship Meeting

	First Name:	Last Name:	NSBE ID:	E-Mail Address:
<u>1</u>				
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Chapter Program Evaluation Form

Date: _____ Chapter Code: _____

Chapter: _____

Last Name: _____ First Name: _____ MI _____
(PRINT NAME IN FULL)

Telephone No. () - _____ E-Mail Address: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Please provide as much detail as possible and attach any supporting documentation.

Goals of the Program: _____ ☐ Accomplished ☐ Unaccomplished
Please provide an explanation: _____

Which program responsibilities were not accomplished by the estimated date? Why?

What aspect(s) of the program went well? What aspect(s) did not?

Please provide some resources utilized for the program and explain if the use was good, fair or poor.

What is your overall rating of the program? Why? ☐ Good ☐ Fair ☐ Poor

Were there any problems or concerns involving the planning or implementation of the program?



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Individual Program Evaluation Form

Date: _____ Chapter Code: _____

Chapter: _____

Last Name: _____ First Name: _____ MI _____
(PRINT NAME IN FULL)

Telephone No. () - _____ E-Mail Address: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Please provide as much detail as possible when filling out the following information.

I am a(n):

☐ Facilitator

☐ Mentor

☐ Participant

☐ E-Board Member

Please use the following scale to answer the questions about the program.

5 = Strongly Agree

4 = Agree

3 = Neutral

2 = Disagree

1 = Strongly Disagree

- | | | | | | | |
|----------|--|---|---|---|---|---|
| <u>1</u> | This program as a whole met my expectations. | 5 | 4 | 3 | 2 | 1 |
| <u>2</u> | This program had the right content. | 5 | 4 | 3 | 2 | 1 |
| <u>3</u> | This program was well organized. | 5 | 4 | 3 | 2 | 1 |
| <u>4</u> | Attending this program has benefited me academically. | 5 | 4 | 3 | 2 | 1 |
| <u>5</u> | This program was schedules at an appropriate time. | 5 | 4 | 3 | 2 | 1 |
| <u>6</u> | This information presented through the program was of value to me. | 5 | 4 | 3 | 2 | 1 |
| <u>7</u> | The depth of information in this program was appropriate for me. | 5 | 4 | 3 | 2 | 1 |
| <u>8</u> | The meeting facilities were adequate. | 5 | 4 | 3 | 2 | 1 |
| <u>9</u> | This program was well organized and delivered. | 5 | 4 | 3 | 2 | 1 |

What is your overall opinion of the program?

☐ Excellent

☐ Very Good

☐ Adequate

☐ Fair

☐ Poor

Will you participate in this program again next year?

☐ Definitely Yes

☐ Probably Yes

☐ Maybe

☐ Probably Not

☐ Definitely Not

What topics would you like to see addressed in future programs/workshops?

What feedback can you offer us to improve future programming?