**Annual Chapter Report - 2016**

*Please complete your Annual Chapter Report, adhering strictly to the format below, and submit it to the National Office via e-mail (RhoChi@unc.edu) by May 15.*

*Date of report submission:* May 6, 2016

Name of School/College:  Butler University

Chapter name and region:  Alpha Phi, Region IV (West-Mid-Eastern)

Chapter advisor’s name and e-mail address:

(If chapter has a co-advisor, please list name and email address):

Stephanie Enz senz@butler.edu
Kimberly Beck kmbeck@butler.edu
Dane Shiltz dshiltz@iuhealth.org

Delegate who attended the Rho Chi Annual Meeting: Meghan Blais

(Note: Any chapter failing for three successive years to have a delegate at the National Convention shall be declared “inactive” by the Executive Council and may not elect members unless and until reinstated – Article 4, Section 3, Rho Chi Society Bylaws) Note that Advisors attending the National Conventions may serve as delegates in the absence of a student or non-student member delegate—Article 7, Section 7, Rho Chi Society Bylaws.

Date delegate’s name submitted to Rho Chi: February 22, 2016

Past year’s officers and e-mail addresses:

President: Meghan Blais mblais@butler.edu
Vice President: Brandon Elpers belpers@butler.edu

Secretary: Jasmine Coatie jcoatie@butler.edu
Treasurer: Jordan Pearce japearce@butler.edu
Historian: Bethany Feitshans bfeitsha@butler.edu

New officers and e-mail addresses for next academic year:

(If not yet elected, please indicate date of anticipated election and report names within one week of election)

President: Rachel Mays rmays@butler.edu
Vice President: Caitie O’Dougherty crodough@butler.edu

Secretary: Emily Fox emfox@butler.edu
Treasurer: Leo Rudawsky lrudawsk@butler.edu
Historian: Haley Smith hmsmith2@butler.edu

Number of Rho Chi student members at college or school, listed by class year and program (and by campus if more than one campus):

Doctor of Pharmacy Candidates, 2016: 26 members

Doctor of Pharmacy Candidates, 2017: 25 members

Doctor of Pharmacy Candidates, 2018: 27 members

**Meetings**: Provide information on meetings held in the following tabular format (Limit 1.5 page)

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| --- | --- | --- | --- |
| Date | Attendance | Agenda | Action Steps |
| 9/1/2016 | 24 | Fall semester meeting | Rho chi students signed up for courses to tutor for the fall semester and completed training by faculty from Butler University’s Resource Learning Center |
| 1/11/2016 | 24 | Spring semester meeting | Rho chi students signed up for courses to tutor for spring semester |
| 2/18/16 | 5 | Officer meeting | Officers met with chapter advisor to plan the initiation ceremony |
| 4/7/2016 | 5 | Officer meeting | Officers met with chapter advisor to finalize plans for the initiation ceremony |
| 4/21/2016 | 31 | New initiate meeting | Rho chi officers and new initiates met for new officer nomination and elections |

**Strategic Planning**: What goals were set that relate to the Rho Chi mission? (Limit 0.5 page)

* Encourage academic excellence among all students in Butler University’s Doctor of Pharmacy program through execution of the Rho Chi peer tutoring program.
* Recognize academic achievement by notifying and congratulating the top 25% of first-year pharmacy students and initiating the top 20% of second year students into Rho Chi.
* Provide 75 hours of tutoring during the 2016-2017 academic year through the Rho Chi peer tutoring program.
* Develop intellectual leaders in the pharmacy profession through service opportunities in both the Butler University and Indianapolis communities.
* Maintain an active presence on Butler University’s campus.
* Collaborate with first-year pharmacy students to ensure academic success through our new study mentorship program.

**Activities**:  This section is usually the primary focus of the report.  The chapter reports should contain detailed descriptions of all activities developed and conducted to further the society’s mission (See Appendix 1 for Chapter Activities Report Template).  (For split campuses, please reference the activities by campus.)  It may contain a combination of activities within the college and/or university as well as activities that provide outreach outside the academic community.  School-wide events that provide evidence of intellectual leadership (e.g., a sponsored lecture, symposium, poster session, etc.) may be included.  Service activities for non-members such as tutoring may be included.  It is recommended that students also provide at least one community service activity outside of the academic institution (e.g., volunteering at a long-term care facility, providing health information to patients/citizens in the community, etc.) provided that it is consistent with the mission of the Rho Chi Society.  The description must include whether these activities are on-going (if so, for how long) or are new initiatives. (Limit 1500 words)

**Financial/ Budgeting**: Provide information on how your budget was determined and approved and how it supported your chapter’s activities. Include information on fund-raising that was conducted to meet this budget. (Limit 250 words) (See Appendix 2 for Budget Example Template.)  (For split campuses, please reference the budget items by campus.)

Our budget began by addressing the known costs of the year such as tutoring supplies, fruit handouts for test days, t-shirts, promotional materials, and the initiation banquet. These costs were based off of numbers from the previous year. Our group also set aside some money for miscellaneous costs and subsidies which members could apply for if he or she were to have trouble paying dues.

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| **ITEM** | **Amount Debited****($ spent)** | **Amount Credited****($ raised)** | **Balance ($)** | **Comment** |
| **Balance forward** |  | **1,306.78** | **1,306.78** | **Balance from last year** |
| Petty Cash | 71.37 |  | 1,235.41 | Fruit For Rho Chi ST – Shiltz D |
| Transfer Funds for Rho Chi |  | (250.00) | 1,485.41 | Funds Held for Campus Orgs |
| Print Shop Charges | 118.20 |  | 1,367.21 | 93068 Rho Chi Stickers |
| Accounts Payable Accrual | 2,055.00 |  | -687.79 | National Membership Dues |
| Funds For Study Tables- 15-16 |  | (250.00) | -437.79 | Rho Chi |
| Department Deposits |  | (2,865.00) | 2,427.21 | Rho Chi- Dues- Marek, M |
| Accounts Payable Accrual | 276.45 |  | 2,150.76 | Screen Printed Shirts |
| Petty Cash | 72.19 |  | 2,078.57 | Rho Chi Tutoring Fruit- Shiltz, D |
| Department Deposits |  | (750.00) | 2,828.57 | Rho Chi- Lunch and Initiation- Marek M |
| Accounts Payable Accrual | 130.47 |  | 2,698.10 | Reimburse Enz- EOY Dinner |
| Transfer Funds for Dinning Services \*Pending | 1,723.85 |  | 974.25 | Rho Chi Lunch Catering |
| **Ending balance** |  |  | **974.25** |  |

**Initiation Function**: Describe the initiation function, including when and where it took place, who attended it (not specific names), information on the speaker (if applicable), etc.  (Limit 250 words)

The Alpha Phi chapter held our initiation luncheon on April 9, 2016 in the Reilly Room at Butler University.  Twenty-six of the twenty-seven new initiates and twenty-one of the twenty-six fourth year professional phase Rho Chi members, with the support of their friends and family members, attended the luncheon. Dr. Mary H. Graham, Dean of the College of Pharmacy and Health Sciences at Butler University, gave the welcome to the ceremony, and Dr. Kim Beck, one of the advisors for the Alpha Phi chapter, was the main speaker for the initiation. The officers led the initiation ritual and pinned initiates.  Dr. Bruce D. Clayton, Associate Dean took photographs of the new initiates, as well as the fourth year professional phase students who will be graduating this May.  All members and their families enjoyed a meal to celebrate the accomplishments of the chapter’s members.

**Evaluation/Reflection**: Provide a reflective paragraph that evaluates the effectiveness of your activities and ways to improve. (Limit 500 words)

The tutoring service provided by the Alpha Phi chapter of the Rho Chi Honor Society was successful this year, with 91.8 hours of tutoring documented. With the addition of our new study mentorship program, this was a huge improvement from previous years. From post-reflective surveys, both mentors and mentees had a rewarding experience, and we are excited about continuing this program in the future. The general tutoring services continued to be well-received by students, as they sometimes feel more comfortable reaching out to older students who have already completed the courses. This is also very appreciated by faculty members and Butler University’s Learning Resource Center as it gives students the help they need to succeed.  This year, we exceeded our tutoring goal of 75 hours by 16.8 hours.  We hope to further improve upon the number of hours we tutor next year, increasing our goal to 100 hours.  An additional goal for next year is to continue to improve our study mentorship program and to organize more service events in the Butler community.  While we have established a presence on Butler University’s campus with the peer tutoring service, we strive to expand our efforts to the Indianapolis community as well.

**If your chapter would like to be considered for the Most Improved Chapter Award, please complete the following form on a separate page.**

***Most Improved Chapter Award***

*Some chapters have been relatively inactive in past years, but current students/advisors have made great strides to increase the activities/projects of their chapters.  Rho Chi has instituted a designation for the “Most Improved Chapter Award” to recognize such strides.  In order to be eligible for this award, a chapter must meet all the basic chapter requirements requested within the chapter annual report.  Furthermore, the chapter annual report, names of elected officers, and the name of the chapter delegate to the Rho Chi Society National Office must be submitted to the Rho Chi National Office by the respective deadlines for each of these items. The chapter must send a representative to the Rho Chi Society Annual Meeting.  In addition, chapters must have “active” chapter status for at least 2 consecutive years (e.g., new schools must be in at least the third year of chapter activity).*

*If your chapter would like to be considered for the “Most Improved Chapter Award,” indicate the significant improvement(s) of your chapter below.  Limit to one page.*

Name of School/College:  Butler University

Chapter name and region:  Alpha Phi, Region IV (West-Mid-Eastern)

Name of member submitting statement:  Bethany Feitshans & Jasmine Coatie

Name of Chapter Advisor:   Stephanie Enz senz@butler.edu
 Kimberly Beck kmbeck@butler.edu
 Dane Shiltz dshiltz@iuhealth.org

Our chapter has improved significantly in the number of tutoring hours that we have provided this year. Rho Chi students provided 91.8 hours of tutoring between the fall and spring semesters, more than doubling the 43.5 tutoring hours provided last year. This increase can attributed to the development of our new study mentorship program, where third year professional students were paired with first year professional students to guide and encourage a successful transition into the graduate program. This innovative program was well received by all participants and faculty academic advisors. Not only was this program successful, but it also relates to the Rho Chi mission of encouraging academic excellence among all students.  We are excited to continue to build on this in the future, furthering increasing the scope of our tutoring services!

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| **[Alpha Phi Chapter, Butler University] Activity Table** |  |
| Category of Activity1 | Title of Activity | Brief Description2 | How Does This Activity Align With the Rho Chi Mission Statement? | Years the Activity has Been Ongoing? | If Activity has Been Ongoing for >1 Year, What Evaluations Have Been Done to Assess the Success of the Activity and What Improvements Have Been Done Over the Past Year? | How Many Members Participated in the Activity? | How Many Students (non-members) and/or Patients were impacted by the Activity? | Financial Information for the Activity [Budget Required, Fundraising Amount] |
| Intellectual Leadership Activities (i.e., tutoring, sponsored lectures, poster sessions, etc.) | **Peer Tutoring Program** | The Alpha Phi chapter’s main activity is the peer tutoring service.  Every year, we provide tutoring to underclassmen (2nd year pre-professional through 2nd year professional phase pharmacy students) in nearly all pharmacy-related courses.   | This activity allows us to encourage academic excellence among younger pharmacy students and aid in their success.  | This event has been sponsored by Alpha Phi for more than 15 years.  | Every year, our tutoring service receives feedback from the learning resource center, which is the organization that runs tutoring services at Butler University.  They provide us with suggestions on how to improve our tutoring services.    | All members of the Class of 2017 participated in the peer tutoring program this year.  | We provided 91.8 hours of tutoring to over 100 Butler University students this year.  | This is a free tutoring service provided by all Alpha Phi members.  |
|  | **Study Mentorship Program**  | Third year professional students were paired with first year professional students to guide and encourage a successful transition into the graduate program. This innovative program was well received by all participants and faculty academic advisors as noted by post-program surveys. | This activity relates to the Rho Chi mission of encouraging academic excellence among all students by using peer mentorship as a tool for pharmacy school success. | This was a first year pilot program, and we hope to continue to build upon the program in the upcoming years. | Although this was the first year of the program, post-surveys were collected and we will use the feedback provided for mentors, mentees, and advisers in the future.  | Ten mentors from the class of 2017 served as mentors | Ten members of the class of 2019 that were identified by their academic advisors were paired with the Rho Chi mentors  | This was also a free service provided by Alpha Phi members. |
| College of Pharmacy Events [non-academic, non-patient outreach] | **Fruit Pass-out**  | Twice a year, Rho Chi members hand out fruit stickered with Rho Chi advertisement as a fun way to promote our tutoring services  | This activity promotes our peer tutoring services which helps us promote academic excellence and maintain an active presence within the college of pharmacy  | This event has been sponsored by the Alpha Phi chapter for many years  | Every year, we receive positive feedback from students who appreciate learning about our tutoring program and receiving a healthy snack  | Rho Chi officers along with one of our advisors help coordinate and participate in this event  | The event was available to all college of pharmacy students passing through the hallways during the event. | This activity cost our chapter $143.56 for the entire year. |
|  | **Rho Chi Appreciation Event** | Dr. Stephanie Enz, Rho Chi advisor, held an appreciation dinner at her home for all active members.  | This event recognized the academic achievement of its members and their involvement in promoting academic excellence among their peers | Dr. Enz has been hosting students at her house for many years  | All students enjoy being able to interact with the professors and their peers outside of class and appreciate being recognized for their hard work. | All members were invited to participate in the appreciation event  | n/a | The total cost of this event was $130.47. |