### Annual Chapter Report Outline

Please complete your Annual Chapter Report and submit to the National Office by May 15.

**Date of report submission:** 2017-05-14

**Name of School/College:** Butler University

**Chapter Name & region:** Alpha Phi, Region IV - W

**Delegate who attended the Rho Chi Annual Meeting:** Sarah Norman

**Date Delegate’s name submitted:** 2017-02-20

Past year's officers and e-mail addresses

President

First Name  
Rachel

Last Name  
Mays

Email  
[rmays@butler.edu](mailto:rmays@butler.edu)

Vice President

First Name  
Caitie

Last Name  
Hauk

Email  
[crodough@butler.edu](mailto:crodough@butler.edu)

Secretary

First Name  
Emily

Last Name  
Fox

Email  
[emfox@butler.ed](mailto:emfox@butler.ed)

Treasurer

First Name  
Leo

Last Name  
Rudawsky

Email  
[lrudawsk@butler.ed](mailto:lrudawsk@butler.ed)

Historian

First Name  
Haley

Last Name  
Smith

Email  
[hmsmith2@butler.edu](mailto:hmsmith2@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)  
2017-05-01

New officers and e-mail addresses

President

First Name  
Lisa

Last Name  
Fischer

Email  
[lrfische@butler.edu](mailto:lrfische@butler.edu)

Vice President

First Name  
Liz

Last Name  
Hauk

Email  
[lhauk@butler.edu](mailto:lhauk@butler.edu)

Secretary

First Name  
Zach

Last Name  
Howe

Email  
[zhowe@butler.edu](mailto:zhowe@butler.edu)

Treasurer

First Name  
Daniel

Last Name  
Dudman

Email  
[ddudman@butler.edu](mailto:ddudman@butler.edu)

Historian

First Name  
Sarah

Last Name  
Lenahan

Email  
[slenahan@butler.edu](mailto:slenahan@butler.edu)

Chapter advisor’s name and e-mail address

First Name  
Kimberly; Stephanie

Last Name  
Beck; Enz

Email  
[senz@butler.edu](mailto:senz@butler.edu); [kmbeck@butler.edu](mailto:kmbeck@butler.edu)

**Chapter advisor’s name and e-mail address**

[chapter-advisors]

**Introduction**

P4 members (27)  
P3 members (24)  
Total members at Butler University: 51

**Meetings** Please provide information on meetings held in the following tabular format

|  |  |  |  |
| --- | --- | --- | --- |
| Date | Attendance | Agenda | Action Steps |
| 2016-08-29 | 27 | Fall semester meeting | Students received training on methods of learning and study tips from Butler University faculty and the Learning Resource Center, before choosing courses to tutor for the fall semester |
| 2017-01-11 | 27 | Spring semester meeting | Students signed up for courses to tutor for the spring semester |
| 2017-04-17 | 5 | Initiation planning meeting for officers | Officers practiced speaking parts and final run-through of initiation details with chapter advisors |
|  |  |  |  |

**Strategic Planning:** What goals were set that relate to the Rho Chi mission?

As related to the Rho Chi mission, our chapter set and met several goals during the 2016-2017  
academic school year. First, with respect to our mission statement reading, “Encourage and recognize intellectual  
achievement,” we wanted to create an initiation event and P4 recognition ceremony which honored our high-achieving  
members more fully. In years past, our initiation ceremony and P4 recognition have occurred during the same event.  
However, in separating the two events this year, we were able to host two events which felt much more personal and  
meaningful to our incoming and outgoing members.

Next, in connection with the mission statement reading, “Contribute to the development of intellectual leaders,” our  
members, with the direct help of our faculty advisor, Dr. Kimberly Beck, made it a goal to expand and strengthen our  
Rho Chi mentoring program. This year, our mentoring program engaged more members and pre-professional pharmacy  
student’s and appears to provide an excellent resource for incoming pharmacy students.

Finally, in concordance with the mission statement reading, “Foster collaboration,” our chapter strives to provide excellent  
tutoring services to our peers. Year after year we make it our goal to assist as many students as possible  
while simultaneously offering tutoring services which can, and do, make a difference in the success of our classmates.

**Activities**

This year our chapter continued to offer free tutoring services to pre-professional and professional pharmacy course students. We had a total of 27 tutors for anatomy & physiology, microbiology, organic chemistry, biochemistry, biotechnology, therapeutics, principles of drug action, self-care, dosage forms, and basic pharmaceutics. Tutors visited each course section at the beginning of both semesters encouraging students to email us questions or set up tutoring appointments. The vice president monitored our chapter’s email account and forwarded student requests to the respective course tutors. Then we either met with the student in person or addressed their question via email. We also created tutor profiles to advertise our tutoring services. These flyers included biographies about each tutor and their favorite subject areas. They made tutors more approachable and allowed students to find individuals proficient in the subjects they needed help with. For certain courses such as biochemistry and principles of drug action we hosted course review sessions prior to exams. Tutors also led a continuance session for basic pharmaceutics when the professor was unavailable. As a chapter, we tutored students for a total of (insert tutoring hours here) hours.

In addition to our tutoring services, this year we piloted a mentorship program. Rho Chi members signed up to mentor a sophomore (second pre-professional year) student at the beginning of the spring semester. Then after the mentors and mentees were paired by a faculty advisor, mentors met with their students to get to know each other and provide studying tips for the semester. They continued to meet throughout the semester to go over exams and evaluate study methods. The mentor served as a resource for the student to learn how to study in preparation for the professional phase of the pharmacy program. Mentors followed up with their mentees weekly and addressed any questions they had. The goal of this program was to provide incoming professional pharmacy students with effective study methods and time management skills. The mentors have enjoyed participating in the program and we hope to see the results in future semesters.

To promote our organization and tutoring services we also handed out fruit to students in the beginning of the fall and spring semesters. As students were leaving class we had Rho Chi volunteers pass out apples and bananas stickered with our logo and email address. The fruit hand out occurred after the first set of professional exams to encourage and remind students that we were available as a peer resource.

We had several chapter meetings this year. At the beginning of the year we had a meeting with one of our faculty advisors to discuss teaching strategies. She taught us how to tutor effectively and how to ask students thought-provoking questions to facilitate learning. At this meeting we also designated tutors for each course. Then, at the beginning of the spring semester we had a similar meeting where we reassigned course tutors. In March, we had a chapter bonding dinner hosted by one of our faculty advisors. It was a great evening to reflect on all that we had accomplished throughout the year.

Finally, we wrapped up the year by initiating our new members in April. We wish them all the best with their last year of didactic coursework and the tutoring program next fall.

**Financial Budgeting**

Our chapter’s budget was approved via previous established protocols as discussed with chapter advisors. This year’s balance, budgeting, and fundraising was determined ad hoc by current chapter members’ dues as well as estimates of current pricing compared to previous chapter spend. A few occurrences of fundraising were sourced through our university via available grant opportunities or automatic, inherent annual funding. Overall notes include increasing available funds from $708.71 at the start of classes up to $1,036.47 by the end of the school-year. This net profit from this year $327.76 will assist our chapter in future ambitious endeavors as well as potential community service opportunities. Please see our budget summary below.

**Installation Function**

Our P2 initiation ceremony was held on Wednesday, April 19th in the Ford Salon of Robertson Hall on the campus of Butler University from 6-8PM. In addition to our executive board members, chapter advisors (Drs. Enz and Beck), and new initiates, Butler University’s College of Pharmacy and Health Sciences (COPHS) Dean, Dean Robert Soltis, was in attendance. New initiates were also asked to invite any faculty or staff who have been influential in their success thus far; we hosted five COPHS in total. Initiation began with Dean Soltis delivering a congratulatory welcome message; then, our executive board and Dr. Beck completed the initiation ritual before closing remarks were delivered by chapter president, Rachel Mays, and Dr. Beck. New members and guests were treated to cake and refreshments immediately following the completion of the initiation ceremony.

**Evaluation/Reflection**

While we are still compiling data from our newly implemented Mentor program, preliminary survey results suggest that the response from both mentors and mentees was favorable that the program was helpful and worth continuing in the future. Furthermore, though we do not collect before-and-after type academic data from students utilizing our tutoring services, the overall impression within the college is that the Rho Chi tutors provide an invaluable service that contributes to the overall academic success of our students. Additionally, as tutors, we recognize the utility of teaching others as a learning tool itself, and appreciate the opportunities to keep our own skills sharp through this process.

As earlier noted, tutor profiles were created to help make our members seem more approachable, based on feedback from peers who indicated they would be hesitant to request assistance from someone in their own class. We are still investigating additional ways to accomplish this, and should continue to implement ideas towards that goal in the future in order to continue improving our contribution to the college.

**Other Information**

N/A