Annual Chapter Report

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 5, 2015

Name of School/College: Belmont University College of Pharmacy

Chapter name and region: Delta Mu Region III-M

Chapter advisor’s name and e-mail address:

Dr. Kristi Boozitis Wahaib ([kristy.wahaib@belmont.edu](mailto:kristy.wahaib@belmont.edu))

Dr. Lindsay Hahn (Lindsay.hahn@belmont.edu)

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

For split campuses, please list advisor and email address for each campus, if applicable:

Delegate who attended the Rho Chi Annual Meeting: Joseph Huenecke

Date delegate’s name submitted to Rho Chi.: Joseph Huenecke

Past year’s officers and e-mail addresses:

President: Heang Henry Lim (heang.lim@pop.belmont.edu)

Vice President: Nick Williams (Nicholas.williams@pop.belmont.edu)

Secretary: Haley Willett (haley.willett@pop.belmont.edu)

Treasurer: Shelby Hood (shelby.hood@pop.belmont.edu)

Historian: Amy Schnees (amy.schnees@pop.belmont.edu)

New officers and e-mail addresses for next academic year: Will be selected August 22, 2015

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

**College of Pharmacy**

* **Class of 2015: 15**
* **Class of 2016: 14**

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

**Note: If your chapter is part of a split campus, please list the meetings with campus reference under the Attendance (i.e. A, B or 1, 2 with a note to indicate the campus of reference).**

|  |  |  |  |
| --- | --- | --- | --- |
| Date | Attendance | Agenda | Action Steps |
| 1/15/2015 | General Body Meeting (10) | 1. P4 Dues 2. Service event at local high school 3. Graduation cords 4. Tutoring service volunteering 5. Contacting pre-pharmacy students 6. Community service ideas | 1. Contact P4s via email for dues 2. Perform initial contact at local high school for available times 3. Have both private and open table tutoring to accommodate different individuals |

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

* Establish an earlier tutoring program to help students prior to their first set of exams
* Work in collaboration with Phi Lamba Sigma and ASHP to create a Residency workshop, CV review, and Mock interviews
* Continue annual presentations and lecturing for Hillsboro High Students and pre-pharmacy students.

**Activities**:

CV Workshop

This year, our chapter continued to provide CV review services to all P4 as they moved forward in applying for residencies and job applications. Additionally, we collaborated with PLS and ASHP in scheduling a residency workshop and mock interviews along with the CV review. Faculty and staff provided volunteer reviews of CV that were submitted and collected centrally (in order to maintain privacy) then distributed evenly. This workshop allowed P4 students to improve and develop their CV, allowing them to make revisions before submitting them during their application process. This event will be continued yearly for every P4 class to ensure students are properly prepared to applying for jobs or residencies

Dean’s List

BUCOP continued its recognition of students meeting or exceeding a certain GPA each semester in order to continue to promote academic excellence. Our Rho Chi chapter continues to send additional letters congratulating these students and encouraging their continuation of their hard work. Our goal is to increase the awareness of our organization and promoting academic success beginning in early years of their academic careers.

Tutoring

This year we also continued to provide tutoring to student who are interested in receiving additional academic support for their classes. This year, for the first semester, we implemented a new table-style open tutoring program in order to promoted open discussion style support for all those seeking tutoring. Tutoring was offered 5 days a week by at least 2 members of Rho Chi after usual class times for 2 hour sessions. In the 2nd academic semester both open-table style and private 1-on-1 tutoring was offered as private tutoring was requested in a questionnaire sent out surveying for improvements to the tutoring process. Tutoring was open to any student for all past and present classes/subjects. Tutoring is a service request by both faculty and students that provides vital academic support.

**Financial/ Budgeting**:

The budget was determined based on making a list of items at the beginning of the year that would need to be paid for by the chapter throughout the year. Each member was charged a $35.00 local membership fee. This money was deposited into a local bank checking account for the treasurer and advisor to manage. The treasurer made this list and kept track of monthly statements to ensure the budget was supporting financial demand. There have not been any fundraisers done for the 2014-2015 calendar year. However, the chapter discussed purchasing and selling tee shirts as a fund raiser to support our chapter. This topic is still in discussion at this time. This year, our chapter along with other organizations, provided a financial donation to our APhA-ASP chapter toward financing an annual social dance to promote collaborative efforts.

**Initiation Function**:

The initiation ceremony was held at Belmont University on Tuesday September 2rd, 2014 at 6pm. Students were contacted via a letter and in email congratulating them on their eligibility to join the academic honor society and the details of the initiation ceremony. Furthermore, students were encouraged to invite family members and friends to partake in recognition of their academic excellence. Rho Chi members inducted in 2013 were also in attendance and helped to plan the initiation function. Belmont University College of Pharmacy faculty members and Dean of the College, were in attendance as well.

The ritual provided by the National Office was followed throughout the ceremony. Faculty advisor, Dr. Kristy Booziotis welcomed those in attendance and announced the names of the inductees. Outgoing Rho Chi officers addressed the inductees, highlighting what Rho Chi stands for, and encouraging inductees to continue to strive for excellence both academically and professionally. The Dean of the College also spoke at the ceremony and provided words of encouragement and congratulations to the inductees. Newly elected officers were asked to step forward to receive their oath to office and were announced to the audience as newly instated. Following the ceremony, Rho Chi members, family and friends, and faculty were able to mingle while beverages and light snacks were provided.

A similar ceremony is being planned for the upcoming Induction Ceremony this fall.

**Evaluation/Reflection**:

In this past year, with the new tutoring program, we saw an increase in utilization of this service by students in all academic diversities and an increase in requests from faculty member recognizing its importance. Feedback from students who utilized tutoring service were positive about of the service and indicative of future use. While we were not able to come to a consensus on time and date with the local high school to talk to students, we are still pursuing a time and date after the end of classes that is available to both parties. For the next year, we look to expand our community service program to other organizations in need.

**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:

Chapter name and region:

Name of member submitting statement:

Name of Chapter Advisor:

**Appendix 1**

**Chapter Activities Report Template**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| [Chapter Name, School Name] 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.) | Tutoring | Open table style and private 1-on-1 tutoring available to students daily | Promotion of academic success | 3 | A survey was sent out soliciting preferred styles of tutoring, thus open-table tutoring was implemented | 14 | 15 | N/A |
| College of Pharmacy Events [non-academic, non-patient outreach] | CV review | CV review provided by faculty and staff | Professional development | 3 | Collaborative efforts with other organizations to bundle CV review with residency workshops and mock interviews | 2 | 20 | N/A |
| Patient Outreach Events/ Community Service |  |  |  |  |  |  |  |  |
| Fundraising Events |  |  |  |  |  |  |  |  |

Guidelines:

1. For each activity within a category use a separate line in the table (you may add more lines as you see fit)
2. Keep your descriptions of each activity brief limiting overall table to 3 pages or less.

Appendix 2

Rho Chi Chapter Annual Report Template and Example.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **ITEM** | **Amount Debited ($$ spent)** | **Amount Credited ($$ raised)** | **Balance** | **Comment** |
|  |  |  |  |  |
|  |  |  |  |  |
| **Balance forward** |  | **$1,224.38** | **$1,224.38** | **Balance from last year** |
| **Annual chapter dues** |  | **$945.06** | **$2,169.44** | **Deposit for dues** |
| **Payment to Kristy Wahaib** | **$132.53** |  | **$2,026.91** | **This amount paid for the cake and refreshments at initiation ceremony** |
| **Rho Chi Honors Society** | **$1,117.00** |  | **$919.91** | **Dues received from new students paid to Rho Chi Honors Society** |
| **Payment for checks to First Tennessee** | **$9.01** |  | **$910.90** | **Check payment** |
| **Sodexo Inc. & Affiliates** | **$211.64** |  | **$699.29** | **Induction Ceremony** |
| **Rho Chi Honors Society** | **$175.00** |  | **$524.37** | **Honor Cords for P4s** |
| **Donation to Apothecary Ball APhA** | **$50.00** |  | **$474.37** | **Donation made from each organization to put on event; Current balance as of today** |
| **Annual dues from P4s** |  | **$525.00** | **$999.37** | **Will be deposited when all members pay dues** |
| **Payment for honor cords** | **$175.00** |  | **$1,174.27** | **Will be deposited when all members pay** |