

The Rho Chi Honor Society Annual Report Rubric for Chapter Achievement

To Be Reviewed by the National Office:

** If any category is marked NO, the chapter annual report is not eligible for review by the committee for the Chapter Achievement Award.

(Except the category for consideration of MOST IMPROVED award)

Report Item	Scoring Criteria	Score
Submitted an annual report consecutively on time for the past 2 years (if eligible).	Yes/No	N/A
Submitted an annual chapter report on or before the published deadline of May 15 th . Any report submitted after the deadline will NOT be reviewed.	Yes/No	N/A
Chapter delegate's name was submitted to the national office before the published deadline of March 1 st .	Yes/No	N/A
Represented at the annual meeting by its chapter delegate, by casting a vote in online election.	Yes/No	N/A
New elected chapter officers' names submitted to the national office by the published deadline.	Yes/No	N/A
Report includes: chapter name, officer names, advisor(s) name, introduction/background, objectives/strategic plan, business planning/meetings, activities, alumni relations, budget.	Yes/No	N/A
Chapter would like to be considered for MOST Improved chapter award	Yes/No	N/A

To Be Scored By Councilors:

(Please use Annual Chapter Report Instructions to help guide you with specifics for each section)

	Report Item	Scoring Criteria	Score
1.	Overall – Quality of Writing	3 Points: High quality – no misspelling/grammar errors; clearly written 2 Points: Minor misspelling/grammar errors 1 Point: Moderate misspelling/grammar errors 0 Points: Poor quality – major misspelling/grammar errors; overall lacks clarity	
2.	Introduction Background – Content [Content Components Include: - History of School and history of Rho Chi Chapter - PharmD Program structure - Initiation function]	3 Points: Comprehensive with all components described in detail & all components included. 2 Points: Comprehensive with most components described in detail and all components present. 1 Point: Not comprehensive or most components not described in detail or missing components. 0 Points: Not comprehensive and most components not described in detail and missing components.	

3.	Chapter Submitted Report Previous Year	1 Point: Yes 0 Points: No N/A if new chapter	
4.	Strategic Planning/Objectives	2 Points: 2 or more objectives from Rho Chi's 2019-2023 strategic plan selected - specific and well-described. 1 Point: 2 or more objectives from Rho Chi's 2019-2023 strategic plan selected - not specific and/or poorly described. OR 1 objective from Rho Chi 2019-2023 strategic plan selected - specific and well-described. 0 Points: Chapter did not select any objectives and/or did not provide any strategies for meeting objectives.	
5.	Meeting planning/business organization	1 Point: Chapter has met and meeting minutes display evidence of an agenda with specific topic discussions. 0 Points: Chapter has not met or meeting minutes are lacking; or meeting minutes do not show evidence of an agenda.	
6.	Service Activities – Quantity [Consider types of activities in aggregate. The same activity provided multiple times should have been reported once and will count as only 1 activity (e.g. tutoring services for multiple courses; same health fair conducted on 3 different days; a diabetes awareness outreach education program provided at 2 senior centers; etc.). If 3 different and separate outreach events were developed and provided, credit should be given for each event and count as 3 activities.]	3 Points: >6 activities 2 Points: 4-6 activities 1 Point: 1-3 activities 0 Points: 0 activities	
7.	Service Activities – Descriptions	2 Points: All activities have a comprehensive description which details the nature of the activity, who was in attendance, where it was conducted, and who was impacted. 1 Point: Some activities are missing a comprehensive description and/or do not fulfill service activities. 0 Points: No service activities are done by the chapter and/or descriptions do not reflect service activities.	
8.	Service Activities – Overall Impact College or Community [Please consider activities as a whole in your assessment]	2 Points: At least 1 activity has a significant impact on the community or entire student body. 1 Point: Several activities are present but have limited impact on a wide group of individuals. 0 Points: Activities are non-existent or are limited in scope and impact.	
9.	Sustained Activities – Evidence of Longevity/ Sustainability [Please consider activities as a whole in your assessment]	1 Point: Majority of activities have been implemented for at least 2 years. 0 Points: Majority of activities are new activities.	
10.	Service Activities – Evidence of Assessment [Please consider activities as a whole in your assessment]	2 Points: Evidence of assessment present with plans for maintaining or changing activities. 1 Point: Evidence of assessment present without plans for maintaining or changing activities. 0 Points: No evidence of assessment present.	
11.	Intellectual Inquiry Activities – Quantity [Consider types of activities in aggregate. The same activity should have been reported once and will	3 Points: >6 activities 2 Points: 4-6 activities 1 Point: 1-3 activities	

	count as only 1 activity (e.g. poster presentation delivered at a national conference and encore provided at a regional meeting; same abstract submitted to 2 conferences; continuing education program presented twice; etc.). If 3 different scholarly activities stemming from the same research were developed/presented (e.g. abstract, poster, and manuscript based on the same research accepted for publication/presentation), credit should be given for each item and count as 3 activities.]	0 Points: 0 activities	
12.	Intellectual Inquiry Activities – Overall Descriptions [Please consider activities as a whole in your assessment]	2 Points: All activities have a comprehensive description which details the nature of the activity, who was in attendance, where it was conducted, and who was impacted. 1 Point: Some activities are missing a comprehensive description and/or do not fulfill critical inquiry activities. 0 Points: No critical inquiry activities are done by the chapter and/or descriptions do not reflect critical inquiry activities.	
13.	Intellectual Inquiry Activities – Overall Impact on Knowledge of Members, College, Community, or Profession [Please consider activities as a whole in your assessment]	2 Points: At least 1 activity has a significant impact on the knowledge of Members, College, Community, or Profession. 1 Point: Several activities are present, but limited impact on a group of individuals. 0 Points: Activities are non-existent or are limited in scope and impact.	
14.	Evidence of external publication/dissemination of knowledge for at least 1 activity	2 Points: Publication/dissemination of information outside of the college (example publication in a journal, CE program, poster presentation at an external conference). 1 Point: Publication/dissemination of information internally (University or college level, or in-service). 0 Point: No dissemination of information for activities.	
15.	Intellectual Inquiry Activities – Evidence of Longevity/Sustainability [Please consider activities as a whole in your assessment]	1 Point: Majority of activities have been implemented for at least 2 years. 0 Points: Majority of activities are new activities.	
16.	Intellectual Inquiry Activities- Evidence of Assessment [Please consider activities as a whole in your assessment]	2 Points: Evidence of assessment present with plans for maintaining or changing activities. 1 Point: Evidence of assessment present without plans for maintaining or changing activities. 0 Points: No evidence of assessment present.	
17.	Alumni Relations [Please consider overall]	2 Points: Multiple activities described involve and/or engage alumni. 1 Point: One activity described involves and/or engages alumni. 0 Points: No activities described involve or engage alumni.	
18.	Alumni Honor Roll Nomination Submitted	1 Point: Yes 0 Points: No	
19.	Budget	1 Point: Budget is clear as to beginning and ending funds. 0 Points: Unclear how chapter utilizes its funds.	
20.	Project Proposal Award	2 Points: Chapter received project proposal award. 1 Point: Chapter applied for project proposal award. 0 Points: Chapter did not apply for project proposal award.	