

# DRAFT

## **Summary of the AILG Peer Visitation and Review Program** [final name pending; formerly the AILG Accreditation Program]

### Program goals:

- Foster, build, and strengthen alum engagement with the AILG community
- Encourage interaction between alumni and students
- Provide continuous support and feedback to our organizations
- Share best practices among FSILGs
  - Collect and disseminate that which our organizations are doing well
  - Provide assistance to chapters in need by connecting them with relevant resources to aid improvement
- Promote and enhance the standing of the entire FSILG Community

### ***BEFORE THE VISIT--***

#### The **Accreditation Committee** and **Coordinator**:

- Reach out to chapters to arrange the visits, dates, and times
- Maintain the website and form infrastructure
- Remind the chapters of their pending visits
- Recruit and organize the VCs
- Book rooms, transportation, and food (if applicable)

#### The **Visiting Committee** (VC):

- Familiarizes themselves with best practices learned from other visits
- Sends an introductory email to the chapter alum leadership
- Sends basic information on AILG resources and best practices to the chapter, including:
  - AILG meeting schedule
  - Officer duties
  - Tax filing info
  - Corporation filing info
  - Alumni best practices
- Reviews summary of prior visits and goals set by the chapter
- Contact the FSILG office to see if there are any pressing issues to be addressed during the visit, e.g. poor recruitments, low occupancy, facilities in-need
- Reviews the completed visit questionnaire

#### The **alums** of the chapter being visited:

- Schedule their visit
- Review basic information on AILG resources and best practices sent by the VC
- Fill out the visit questionnaire
- Select which topics from the questionnaire should be the main focuses

#### The **students** of the chapter being visited

## DRAFT

- Assist the alumni with the above, as needed
- Answer student-centric questions on the visit questionnaire

### The **FSILG Office**:

- Informs the VC of chapter health
- Informs the VC of pressing issues that should be discussed

### Other actors:

- The **AILG Facilities Committee**
  - Alerts the VC of any major facilities issues of the chapter

## DURING THE VISIT--

### The **VC**:

- Begins by asking:
  - What are you most proud of?
  - What do you want to improve?
- Reviews topics on the visit questionnaire in the order suggested by the chapter and FSILG Office (if applicable)
- Is expected to offer suggestions to the chapter to help address challenges and issues
- Should hold a *discussion* that flows naturally, not an interview
- Helps the chapter formulate its three goals

### The **alums** of the chapter being visited:

- Hold a discussion with the VC
- Work with the VC to formulate three goals
- Take the VC on a house tour at the end of the discussion

### The **students** of the chapter being visited

- Assist the alumni with the above, as needed

## AFTER THE VISIT--

### The **VC**:

- Completes a report via webform, which includes:
  - Three goals for the chapter to complete over the next two years
  - Best practices of the chapter to share with the entire FSILG community
  - Things the chapter (feels it) does well
  - Where the chapter would like assistance
- Submits the report to the chapter
- Collects the chapter's comments and action plan towards achieving its goals

### The **VC chair**:

## DRAFT

- Stays in touch with the chapter, as needed, over the next two years
- Connects them with AILG-wide resources to achieve their goals
- Participates in periodic check-ins to ensure goals are being met [period TBD]

The **alums** of the chapter being visited:

- Write and submit a response to the report which includes an action plan for how to achieve the goals
- Work internally to meet the goals
- Stay in touch with the VC Chair or Accreditation Committee as-needed
- Participate in periodic check-ins

The **Accreditation Committee** and **Coordinator**:

- Ensure the VC reports and chapter responses are written and submitted
- May introduce the chapter to resources and expertise if needed
- Compile and maintain a list of subject matter experts across the FSILG community
- Assemble the list of best practices and disseminate them regularly to the community
- Participate in periodic check-ins
- Maintain a schedule/roster of chapters and check-in dates

The **FSILG Office**:

- Supports the process and provides assistance and resources when requested

Other actors:

- The **AILG Board** - Denotes if a chapter has participated in this process by TBD signifiers on websites and other documents
- **MIT DSL** - Restricts eligibility for awards for organizations that do not participate

General notes:

- Participation is required
- Students are NOT the focus of this process, and that will be made clear to alum boards; however students are encouraged to be involved, especially chapter leaders and upperclassmen
- GRAs are encouraged to participate
- Scheduling should have more available dates and times, including evenings and weekdays

## DRAFT

### Visit questionnaire [Final name TBD]:

- These are the guiding questions under each major topic
- The chapter is asked to fill out general responses to each set of questions (with some exceptions)
- The VC is expected to review their answers

### Contact Information

- Purpose: Used to populate ALLG alum officer directory
- Asks for specific alumni officers
- Has checkboxes to *opt-out* of being added to mitailg or other relevant email lists

### Occupancy and Membership

- Questions
  - *How do you feel about your capacity?*
  - *Is your membership sufficient?*
  - *Are you worried about trends?*
  - *What are your thoughts on your organization's diversity?*
  - *Is your house over or under subscribed? If under, what do you think you can do to make it more popular?* [Panhel only]
  - *Did you fill your house or did you have to lottery sisters into the house? If lottery, how do you think you could better promote the positive aspects of residence in the house?* [Panhel only]
- **NOTE:** The FSILG Office can provide ballpark numbers and information on troubling trends to the VC

### Recruitment and Retention

- Questions:
  - *What about recruitment do you do well? What is your structure/strategy?*
  - *Where do you struggle?*
  - *Are you meeting your recruitment goals? How? And why or why not?*
  - *How do you keep upperclassmen engaged in the chapter?*
  - *Did you chapter make quota for recruitment?* [Panhel only]
  - *How do you discuss your house and requirement to live in during recruitment? Does having the house help/hurt your message?* [Panhel only]

### Values/Identity/Culture

- Questions:
  - *What are your organization's values? And how do you live them?*
  - *How do you feel about your values? Is there any conflict between local vs inter/national?*
  - *Is there a priority/desire to change the culture of your house? Why? How do you make the chapter more appealing to that change?*

## DRAFT

- *Do you consider your chapter part of MIT primarily, or part of your Inter/national primarily? What parts of your identity as a chapter comes from each world?*

### Member Development

- Questions:
  - *Are there concerns with member integration and retention?*
  - *How do you educate your members and keep them connected through all four years?*
  - *What is your officer transition process? How effective is it?*
  - *Are there gaps between housed/unhoused members? How do you close those gaps? How do you ensure the house is a resource for all members?*
  - *How do you recruit alums?*
  - *How do you keep alums engaged?*

### Governance

- Questions:
  - *How is your house/alum corp run? Where do you struggle?*
  - *How do you train your alum officers?*
  - *Are you aware of the alumni resources made available through MIT and the AILG?*
  - *Any concerns about student governance?*

### Alum/Student Interaction

- Questions:
  - *What are the responsibilities of the alum leadership? Of the student leadership? How do they work together?*
  - *Where do the alums and students work well? Where do they struggle?*
  - *Do you feel supported by your alums? Please explain. [student-only]*
  - *What do you expect of your alums? [student-only]*
  - *Do you feel connected to the students? Please explain. [alum-only]*

### Financial Information

- Will NOT review 990s, but the VC should provide a reminder
- Questions:
  - *What are your reserves?*
  - *What is your approach to maintaining a budget for maintenance?*
  - *Are you charging enough rent to provide student programming + maintain your facility + plan for the future?*
  - *Do you have any best practices for financial planning/modeling?*
  - *How do you engage your entire alum base for fundraising?*
  - *Are you happy financially? What could be improved?*
- Alums and students both highlight key planned expenditures, maintenance, and changes to dues, over the next 2-5 years. Not standard operating budget, but rather capital

## DRAFT

expenses.

### Scholarship

- Questions:
  - *How are the alumni involved as mentors, if at all?*
  - *Do the alumni assist with networking and career planning for the undergrads? How?*
  - *Do you have concerns about academics and/or graduation rates? What would you like to change, if anything?*

### Behavioral and Judicial

- Note: This is time for a candid discussion on risk management and related topics. They do NOT have to write specific answers on the questionnaire.
- Questions:
  - *In general, what is your chapter's stance on alcohol and drug use? Are there any problems or concerns?*
  - *What is your chapter's Party Safe participation rate?*
  - *What is your emergency response plan for medical/overdose?*
  - *What is your emergency response plan for sexual assault?*
  - *How are your neighbor relations?*

### Physical Plant

- Questions:
  - *How are you proceeding on your Facility Action Plan?*
  - *Are there other facilities-related issues you'd like to discuss?*
- House tour to follow