The Student Organization Evaluation System (2013 Edition)

Guide to Student Organizations

I. Introduction

The use of multiple perspectives in assessing organizations has become a standard practice in observing organizational behaviors. In Xavier University, data gathered from student leaders, moderators, evaluation committee, and OSA-SACDEV personnel are being used to determine the efficacy and productivity of student organizations. The purpose of this multi-dimensional system is to make the evaluation as objective as possible and to facilitate a process that increases trust and encourages better attitude about the performance assessment of student organizations on campus.

The following are the sources of information applied by this system *(also known as components/ respondents)*:

1. Form 1A   Org Accomplishment Report
2. Form 1B   Organization Officers
3. Form 2   Organization Members
4. Form 3   CSG/ College Council/ AECO
5. Form 4   Moderator
6. Form 5   RRC
7. Form 6   OSA-SACDEV

Although the scores given by the above have equal weights in the computation of the organization's over-all rating, they differ in the areas that they evaluate. These areas are summarized in the succeeding section.

A. Problems with the Previous Edition:
1. Hard to validate statements; subjectivity
2. Double-barreled statements
3. Broad rating scale (0-4); vague descriptions
4. Lengthy questionnaires

B. Recent Developments:
1. The tool is still divided into three major areas: Organizational Development, Student Services, and Community Involvement.
2. From four major components (in 2010), the system has been expanded to 5 components. This is to avoid biases and subjectivity in the evaluation system.
3. Double barreled statements have been broken down into parts.
4. Rating scale has been reduced to 4 choices, omitting "0" as organizations are not really lacking in some of the requirements; only deficient.
5. Specific areas are now rated by respective respondents: Organization Officers, Members, CSG/ College Councils, Moderator, and RRC Members. This makes the form shorter as evaluation areas are now distributed to different respondents.

II. Three Major Areas of Evaluation:

1. **Organizational Development (30%)** – deals with the organization's internal systems and interventions to increase its efficacy and viability
2. **Student Services (30%)** – involves strategic and coherent approaches in the management of volunteers/ members of the organization; This includes services that benefited the members and initiatives that have something to do with the formation/ development of the members in the organization
3. **Community Involvement (40%)** – pertains to projects/ activities that fulfill a sense of responsibility to the university and the community external to it

III. Evaluation Matrix

The table below illustrates the different areas being rated by each of the respondents (also known as components) of this evaluation system.

Organization Officers	Organization Members	CSG/ College Council/ AECO	Moderator	RRC Members
(Form 1)	(Form 2)	(Form 3)	(Form 4)	(Form 5)

Organizational Development:
 	
• Organization and Structure
 	
• Proficiency in Managerial Functions
  • Planning, Implementing, and Monitoring of Projects
  • Effective Communication
  • Conflict Management
  • Accountability and Transparency
  • Decision-Making
 	
• Relationship with the Moderator
	Organizational Development:
	
	• Organization and Structure
		Organizational Development:
		
		• Active Support to CSG/ College Council/ AECO
			Organizational Development:
			
			• Organization and Structure
			
			• Proficiency in Managerial Functions
			  • Planning, Implementing, and Monitoring of Projects
			  • Effective Communication
			  • Conflict Management
			  • Accountability and Transparency
			  • Decision-Making
			
			• Relationship with the Moderator
				Organizational Development:
				
				• Organization and Structure
				
				• Proficiency in Managerial Functions
				  • Planning, Implementing, and Monitoring of Projects
				  • Effective Communication
				  • Conflict Management
				  • Accountability and Transparency
				  • Decision-Making
				
				• Relationship with the Moderator

Student Welfare: (none)	**Student Welfare:** • Level of Members' Participation • Quality of Services	**Student Welfare:** (none)	**Student Welfare:** • Quality of Services	**Student Welfare:** • Quality of Services
Community Involvement: (none)	**Community Involvement:** (none)	**Community Involvement:** (none)	**Community Involvement:** • Responsibility to the University • Commitment to Work with the Community	**Community Involvement:** • Responsibility to the University • Commitment to Work with the Community

IV. How to Accomplish the Forms

1. Each form contains general instructions which will guide student leaders throughout the process. Please carefully read and follow these instructions.
2. Student organizations have to administer a survey with their members to accomplish Form 2. Please see below for the guidelines on administering the survey.

Administering the Survey (for Form 2)

1. Identify the number of your active members/ volunteers and get its 30%.

1.1 For College Councils: To systematically distribute the forms and for ease in accomplishing this requirement (especially for big colleges) distribute the forms to your co-curricular organizations and let them administer the survey to their members. There should be equal number of forms per course/ co-curr.

Example:
For a council with 150 active members, 30% of which is 45 (equivalent to 45 respondents). Given that the council has 5 co-curricular orgs, each co-curr under this council will have 9 forms to accomplish.

1.2 For Co-Currs, Extra-Currs, and Councils with no co-currs: Divide the forms according to active members per year level.

2. Give one copy of Form 2 to every chosen respondent. Give them enough time to accomplish the form. Make sure you do not influence their scores.
3. Collect accomplished forms from members and place them inside a long brown envelope with your organization's name on it. Submit to OSA-SACDEV not later than the deadline.
4. OSA-SACDEV shall be the one to tabulate the scores and prepare the report. The organization shall receive a copy of this report after the evaluation period.

V. Sample Computation of Scores

All the scores gathered from each of the forms are tabulated. The partial rating for each area is derived by dividing the raw score earned by the organization and the possible perfect score. The quotient is multiplied by 100 in order to get the percentage. The product is further multiplied by the weight assigned for the particular area. To get the final rating, the partial ratings generated for each area are added. OSA-SACDEV Merit/ Demerit System is applied in Area 1: Organizational Development. To illustrate this, please see sample computation below:

Sample Computation:

Area	Weight	Component	Raw Score (RS)	Possible Perfect Score (PS)	Percentage (%) (RS÷PSx 100)	Weight (W) (% x W)
Organizational Development	30%	Officers	230	240		
		Members	18	25		
		CSG/ Council	20	25		
		Moderator	210	240		
		RRC	200	240		
		Demerit (OSA-SACDEV)	678 (5 points)	**770**	**87.40%**	**26.22**
		Total Raw Score	**673**			
Student Welfare	30%	Officers	(none)	(none)		
		Members	60	70		
		CSG/ Council	(none)	(none)		
		Moderator	23	25		
		RRC	22	25		
		Total	**105**	**120**	**87.50%**	**26.25**
Community Involvement	40%	Officers	(none)	(none)		
		Members	(none)	(none)		
		CSG/ Council	(none)	(none)		
		Moderator	50	55		
		RRC	43	55		
		Total	**93**	**110**	**85.54%**	**34.22**
OVER-ALL RATING						**86.69**

Level 3: Improved Org

VI. Feedback Mechanism

OSA-SACDEV shall prepare a report on the results of the evaluation. This will be composed of the strengths and weaknesses of the organization including some recommendations. The recommendations have to be acted upon by the officers of the organization and will be checked by RRC the following school year. This way, we ensure the continuity and progress of the organizations' performance each school year. More so, OSA-SACDEV shall release a list of accredited orgs based on the level (rating) earned by the organizations. *(E.g. Level 5 organizations, Level 4, Level 3 and so on.)* The accreditation (or rating) given to the orgs will be effective for one school year.