



# DELTA TAU DELTA

## Goal Setting



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## **Goal Setting**

### **Internal Operations**

#### **2018 - 2019**

To Whom It May Concern:

Students at Kettering University experience a unique education in which they attend two academic terms and two work terms per year. These terms alternate, work, academic, work, academic, etc. Due to the intense pace of each school term, the Chapter does most of its planning and goal setting during the work term, prior to the upcoming academic term. Twice each month during work term, the executive board holds a conference call to discuss current and long-term goals and the status of their progress. When the final weeks of the work term come around, the chapter holds a retreat to discuss and finalize the goals and how they should be accomplished.

After the new executive board was established in November 2018, the Executive Board set aside time in early spring to discuss where we saw the chapter in six months, one year, and five years. From this discussion, the executive board created a list of chapter goals to track and update using the SMARTER goal setting strategy. These goals were then presented to the chapter at the first retreat, prior to the spring academic term. We then had all committee chairman and elected officers create personal goals that would support the short- and long-term goals of the chapter. The personal goal documents in conjunction with SMARTER & SWOTAR analysis, were then used to help plan and execute throughout the Spring and Falls terms. At the summer work term retreat, we congregated to establish and reassess these goals and review our progress.

The following are the condensed goals from each position in the house. Expanded goals and steps of action are detailed in the SMARTER & SWOTAR format detailed above.

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## Administrative Committees

	<u>Academic</u>	<u>Alumni</u>	<u>Athletic</u>	<u>Brotherhood</u>	<u>FAAR</u>
<b>Chairman:</b>	Adam Migliore	Shane Combs	Jacob Danaj	Jacob Danaj	Ryan Reuben
<b>Members:</b>	Nicholas Damato Jordan Maxgay Ryan Reuben Phil Youn Mark Schwabb	Ryan Reuben Zac Walls	Chase Bogedin Andrew Johnston	Ryan Reuben Jerry Nicklas Chase Bogedin Alec Mikolaiczik	Jacob Danaj

	<u>Historian</u>	<u>House and Grounds</u>	<u>GMT</u>	<u>Membership Ed</u>
<b>Chairman:</b>	Nicholas Operti	Brad Niemiec	Mike Bavaro	Shawn Penning
<b>Members:</b>	Zac Walls Dayton Hang	Jordan Maxgay Adam Migliore Nicholas Damato Mike Bavaro David Fletcher Alec Mikolaiczik Evan Pena Phil Youn Joshua Barr	Brad Miller Alec Mikolaiczik Adam Migliore	Cale Gray Ethan Monte Ryan Reuben

	<u>New Membership Ed</u>	<u>Philanthropy</u>	<u>Public Relations</u>	<u>Recruitment</u>
<b>Chairman:</b>	Cale Gray	Andrew Palovich	Chase Bogedin	Caleb Forrest
<b>Members:</b>	Caleb Forrest Mike Bavaro Jordan Maxgay	Jacob Valdes Caleb Forrest Thisara Wijesundera Andrew Johnston	David Fletcher Jerry Nicklas Caleb Forrest Andrew Johnston	Chase Bogedin Shawn Penning Shane Combs Evan Pena Mahdi Chowdhury

	<u>Risk Management</u>	<u>Social</u>	<u>Steward</u>	<u>Technology</u>	<u>Website</u>
<b>Chairman:</b>	Steven Sedlak	Jerry Nicklas	Chase Bogedin	Bradley Niemiec	Shane Combs
<b>Members:</b>	Adam Migliore ( <i>Sexual Assault Prevention</i> ) Shane Combs ( <i>Mental Health</i> )	Caleb Forrest Jordan Maxgay Alex Stakits Conor Farley Stevan Patyi	Shane Combs Adam Migliore	Shawn Penning Adam Migliore	Eric Serano



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## **Programming**

### **Chapter Goals Established by 2018/2019 Executive Board**

1. To ensure successful officer transition had taken place
2. To help prepare and acclimate newly elected officers to the responsibility of holding an officer position
3. To develop a plan for the upcoming year in which the newly elected officers hold their designated positions. This plan should consist of developing and executing new long term goals for the chapter and continuing progress towards current goals.
4. To prepare the newly elected officers for a successful term under their respective position of responsibility
5. Improve chapter finances
6. Improve committee involvement and delegation
7. Develop an improved academic success plan
8. Develop a structure and support system for future officers to utilize when tasked with difficult decisions

### **Short Term Goals**

- I. Lower membership dues
- II. Improve chapter finances
- III. Improve officer turnovers
- IV. Improve chapter GPA average by .5
- V. Improve tracking on Administrative Board Goals

### **Long Term Goals**

- I. Earn a Hugh Shields award
- II. Increase shelter spending money
- III. Improve Alumni Relations
- IV. Improve Greek life image on campus and in the surrounding community



The goals above represent the collective effort of our chapter to create a better environment and community. Though these goals require participating from the entirety of the chapter, we have also placed individual goals for each officer and committee. We utilize a goal setting tracker where we initially set the objectives in “SMART” format and use statistical tracking methods to show evidence of progression. The initial goal setting took place in March, and there has been periodical goal tracking since. An example of this format is shown below:

SMARTER Objective Identifier								
Goals	SMART Objectives						Status	
FAAR	#1	Earn Hugh Shields Flag!						
	[S]pecific	Improve every marked down area from last year's FAAR						70%
	[M]easurable	FAAR 2019 status sheet will show our progression in each item						
	[A]ction Based	Be proactive in document keeping. Be the one to make/request that there be a sign-in sheet, summary						
	[R]ealistic	Based on last years FAAR, we are on track!						
	[T]imely	Northern Division Conference 2020						
	#2	Have FAAR ready prior to deadline						
	[S]pecific	Have all documentation for the first 11 months of the FAAR cycle done prior to the start of Fall term						70%
	[M]easurable	Status checks by Chapter Adviser to check quality status						
	[A]ction Based	Do a quarterly criteria update for all FAAR categories to ensure all is met with a meeting						
	[R]ealistic	Based on outline for the year, it is very realistic						
	[T]imely	Soft Deadline: September 15th, 2019. Hard Deadline: October 15th, 2019						
	#3	Public FAAR drive						
	[S]pecific	Make all FAAR documents public to the entire chapter rather than just officers						80%
	[M]easurable	FAAR status spreadsheet will allow for live viewing of the status of items						
	[A]ction Based	Link the status sheet to each individual document so the members can view them all						
	[R]ealistic	The template from last year will provide a base for how we want it setup						
	[T]imely	Soft Deadline: March 31st, 2019. Hard Deadline: October 6th, 2019						
Status	Mar	Apr	May	Jun	Jul	Aug		
70%	Have not found any items that we are not capable of.	Officer Portal was not updated in time	Road Programming Outline was submitted by May 1st.	All Accreditation for June deadline was submitted.	Updating all of Spring 2019 onto the FAAR to limit information loss	50% of accreditation is completed.		
70%	The FAAR is at 33% completion based on the tracker	The FAAR is at 41% completion based on the tracker	The FAAR is at 57% completion based on the tracker	The FAAR is at 62% completion based on the tracker	The FAAR is at 70% completion based on the tracker	Working on completing 95% by September 29th		
80%	Official FAAR was sent out. Updating tracker	Link to the FAAR folder was provided with viewing access	-	-	E-Board and A-Board gained edit access for their respective items	Shared Drive was introduced to Google. Working to transfer over.		



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The goals for the entire chapter are outlined below. They have been condensed down to allow for an easier view. All of these goals are also in the Goal Setting Tracker as shown above.

### **President**

The goals of the President were to get every positions paperwork and goals onto a google drive. This google drive would then be put on new gmail accounts owned by the house. The passwords and names would be documented by the administrator. This would ease the transition and minimize loss of documentation. He also put together an organized plan for where the chapter wants to be not only at the end of his term but also 5-10 years in the future. This can be used during transition so that the chapter has a solidified goal to work for through each presidency.

### **Vice-President**

The Vice President's goal was to smooth and solidify the transition from having two vice presidents to one. This included consolidating all necessary documentation to one folder as well as better defining the responsibilities of the role of Vice President.

### **Treasurer**

The Treasurer aimed to get all MFR reports in on time, as well as submitting our tax forms including the I-90. In addition, he aimed to have a more firm budget plan. Sticking more strictly to this budget would help to avoid going over budget. This puts the chapter in a better position when we come back each term having more money to fall back on in emergencies.

### **Director of The Road**

The director of the road's goals were to improve campus relations and involvement. This is to be accomplished by encouraging members to take up positions on campus in clubs, IFC, and Kettering's Student Government. He also desires to increase the inner house brotherhood relations both with our members as well as with our A-section counterparts. And finally he wants to get recruitment and web to work together in order to improve the recruitment system in place.

### **Guide**

The guide plays a large role in assisting during initiation rituals, and runs ritual education for newly inducted neophytes. His goal was to create incentive in attending ritual ed in the form of fun trivia games like jeopardy. He also desired to restructure the ritual education format.

### **Director of Academic Affairs**

The director of academic affairs desired to make study tables more efficient and effective. He polled the chapter for what areas worked best for focus as well as accessibility. He was more strict about members on probation attending and their productivity while there. This was in order to achieve his goals of having fewer members on probation as well as eventually driving the chapter's gpa over 3.15.

### **GMT Vice-President**

The GMT successfully kept the house running through sewer back ups and kept the house a safe place for members to reside. His goal was to help assist Epsilon Iota A chapter in finishing the redone flooring (as we live in the same building). He also remodeled one of the older rooms that needed work by redoing the floors, painting, laying new molding, and building new lofts.



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### **Sergeant-at-Arms**

The Sergeant at Arms wants to provide the house with more positive feedback. This goal includes creating a plaque for any delt that goes above and beyond and explaining in detail the actions of the member who achieves delt of the week. His goals also include going over case studies with the chapter in order to be better prepared for situations that may occur in our house or between members. His final goal is to update the format and wording of the bylaws. More organization will make them easier to read. The wording will make the bylaws more understandable and accurate to what the chapter needs today.

### **New Member Education**

The objective of New Member Education is to organize and update all informative presentations. The idea is to make sure that a copy of each one is saved in a central location for ease of use and organization so that none are lost. The powerpoints used should also be easy to read, and relevant to the chapter as it exists today.

### **Director of Recruitment**

The Director of Recruitment sought to better organize our recruitment efforts. He moved our bid discussion to an accessible database for all members to edit. He designed a recruitment team set up in which each member had a clear goal to accomplish when recruiting. The teams are meant to encourage more communication, take advantage of each members strengths, and to expose members to more potential new members.

### **Director of Risk Management**

The Risk Manager desired to develop a crisis management plan, get the new members through their DTAA training, present the chapter with the MRG presentation, resupply all medical equipment, and prepare case studies for if a risk were to hypothetically occur. These actions are to prepare us for and mitigate risk so that the house is prepared if ever there were an incident.

### **Administrator**

The administrator's objectives this term were to keep the chapter up to date on house happenings by keeping the google calendar up to date and making sure every member had access to it. He also would send out emails to the chapter to keep the members informed as well. He was also responsible for recording and posting minutes.

### **Alumni Relations**

The objective of the Alumni Chair was to put out an alumni report every school and work term (3 months). This would keep the alumni involved in the happenings of the house and encourage better relationships. He also planned to work with our A section counterparts in order to host an event to bring alumni out to the house and meet the new membership.

### **Athletics**

The athletic chair set out to organize the intramural teams and minimize the number of fines for forfeiting games. This was done by creating group me chats in order to increase communication for the teams. Polls could be created prior to games to see who can participate on a given day.

### **Brotherhood**



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The brotherhood chair decided that he would like to see at least one brotherhood event per week including movie nights, game nights, and other events in which brothers could socialize. He also organized a retreat trip during our work term in order that brothers may stay more connected. He also organized parents day as well as a canoeing trip in which alumni were invited in order to keep them close to the house.

### **FAAR**

The objective of the FAAR chairman was to organize and ease the process of submitting the FAAR. He provided documentation that elicited what each chair's responsibilities were regarding the FAAR and emphasized deadlines. This gave all members an idea of exactly what was required for the FAAR so that they could work as the term and events continued to occur. This prevents procrastinating till the deadline and any confusion on what is owed to the FAAR chairman for documentation.

### **Historian**

The historian wanted to gather up all of the old printed photos from the alumni of the house and scan them in so that come christmas time we could preserve the photos but continue to enjoy viewing them. We could then continue to add to this database digitally.

### **House and Grounds**

The house and grounds chair set out to make sure that all necessary supplies for duties around the house were always present. He also wanted to make sure that duties were done to completion. In addition he added stricter rules to room grades in which members should keep their rooms looking presentable at all times.

### **Membership Education**

The membership education's objective is to create a cyclical structured curriculum for members. This would include building an annual calendar, scheduling 7 events for the ROAD programming as well as planning 3 events for the chapter in order to gauge the program's effectiveness based on membership feedback.

### **Philanthropy**

The philanthropy chair desired to add a mac and cheese dinner fundraiser for JDRF to our calendar as well as bring enough philanthropic events to the chapters eyes such that every member could reach their necessary hours.

### **Public Relations**

The goal of the public relations chair was to increase the average number of posts on our social media. He set out to make at least one post a week in order to keep alumni and other students on campus up to date with the house events. His objectives also included better advertisement strategies on campus for campus wide events in the form of banners for the public great court.

### **Social**

The goal of our social chair was to make our campus wide events by communicating with the risk manager on how to improve beer check in and other safety precautions. He also sought to increase attendance by getting new ideas for themed parties that engage more students. Finally





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he desired to get more delts out to the gym working out together by posting a work out schedule on the cork board. This would ease the process of finding times that members could go together.

**Steward**

The Steward desired to work with our house mom in order to put together a cookbook for our graduating seniors. He also put together weekly meetings with our house mom in order to make sure that things were going well with her and to monitor the progress of the cookbook.

**Technology**

The technology chair's goal was to create documentation that described how to troubleshoot common technology based problems in the house so that members might be able to solve their issues on their own. This would save him time as well as helping members out if the tech committee is not available at the time.

**Website**

The web chairman designed a donation button for our chapter's website so that alumni and parents could have an easier time if they decided to make donations to the house. He had goals of renewing our control over the site. He also kept the site functional if there were ever issues with its functionality or accessibility.

Fraternally,  
David Fletcher  
*Vice-President*  
Epsilon Iota-B