

# **Society of Hispanic Professional Engineers**

## **July 1, 2024**



## **National Chapter Program**

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APPLICABLE: SHPE Year 2024-2025

Society of Hispanic Professional Engineers (SHPE)  
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## Mission & Vision

SHPE changes lives by empowering the Hispanic community to realize its fullest potential and to impact the world through STEM awareness, access, support, and development.

SHPE's vision is a world where Hispanics are highly valued and influential as the leading innovators, scientists, mathematicians, and engineers.

## Definitions and Acronyms

- **CMT** - Chapter Management Tool
- **College graduate** – a student that has graduated from a collegiate institution with an associates, bachelor's, master's, or Doctoral Degree
- **Graduate student** – a student currently enrolled in advanced program (Master's or Doctoral program)
- **ERG** – employee resource group
- **NBOD** - National Board of Directors
- **NGC** - National Graduate Committee
- **NCP** - National Chapter Program
- **RGR** - Regional Graduate Representative
- **RJR** - Regional Junior Representative
- **RSR** - Regional Student Representative
- **RVP** - Regional Vice President
- **SHPE quarter** - three months with Q1: July 1<sup>st</sup> – September 30<sup>th</sup>, Q2: October 1<sup>st</sup> – December 31<sup>st</sup>, Q3: January 1<sup>st</sup> – March 30<sup>th</sup>, Q4: April 1<sup>st</sup> – June 30<sup>th</sup>
- **SHPE year** - Starts on July 1st and ends June 30th
- **STEM workforce representative** - a non-SHPE member representative from the STEM workforce, not part of SHPE chapter and/or executive board
- **SHPE community representative** - SHPE Lifetime members, SHPE STAR Awardees, SHPE Industrial Partnership Council (IPC) members, SHPE student chapters, SHPE Jr chapters, and SHPE chapter advisors and not part of the SHPE chapter and/or executive board
- **SMART** - Specific, Measurable, Attainable, Relevant, and Timely
- **STEM** - Science, Technology, Engineering, Mathematics
- **SWOT** - Strengths, Weaknesses, Opportunities, and Threats analysis tool
- **Student** - full-time enrolled student at a collegiate institution that is pursuing either an Associates or bachelor's degree (undergraduate) or is in pursuit of an advanced degree (e.g., master's or Doctoral Degree) (graduate)
- **Professional** - an individual that has graduated with a STEM degree and is currently practicing and/or seeking employment within the STEM workforce

## Program Overview

The National Chapter Program (NCP) provides a chapter management, mission alignment, and continuous growth framework for SHPE chapters to realize the SHPE Mission and Vision through their events and functions that lead to increased member participation and success. The program is centered around the following pillars.

### SHPE chapter pillars' definition

- **Academic Development (students):** Activities geared towards the successful graduation of members through improving or keeping high academics and/or pursuing an advanced degree education in STEM.
- **Professional Development:** Activities geared at the soft skills and/or technical skill breadth development of the members' current workforce competencies.
- **Leadership Development:** Activities geared towards developing leadership skills of members, ensuring a solid foundation of leaders within the executive board and the successful transition of officers.
- **Chapter Development:** Activities promoting recruitment/retention of members, promote a solid foundation for the chapter itself in terms of funding, chapter's presence and/or influence in the local community, and a unified membership.
- **Outreach & Community Service:** Activities specifically promoting STEM awareness in the K-12 community and/or supporting the local community.
- **Student/Professional Chapter Interaction (professionals):** Activities promoting professional and local student SHPE chapter interaction and mentorship by the SHPE professional chapter.
- **Career Development (professionals):** Activities geared towards the career and management development with the specific intent of upward mobility and/or advancement within the members' career.

## Program Components

The NCP sustains and monitors the chapters' health using the following components.

1. **Chapter Management Tool (CMT): [REQUIRED]** comprehensive, streamlined chapter management and improvement tool consisting of a Chapter Plan is required by the chapters towards organizing their events and programs.
2. **Quarterly check-ins: [REQUIRED]** Surveys measuring the chapter's health and performance.
3. **Chapter reports: [OPTIONAL]** Two reports documenting the chapter's events, programs, and ability to further SHPE's mission and vision shall be used to assess the chapters' growth and make award determinations.
4. **Chapter Awards:** Chapters are eligible for chapter award consideration if they submit the CMT, four chapter check-ins, and two chapter reports.

### Chapter Management Tool (CMT)

Participation in the CMT is *required* for all SHPE chapters as part of their certification with the organization. SHPE Chapters use the CMT to plan, coordinate, implement, and document their chapter activities that realize the SHPE mission and vision statement through the SHPE year. Activities correspond to a specific goal or objective and at least one event per category shall be included. The CMT consists of:

1. Chapter executive board information and social media information,
2. SWOT analysis of the earlier academic year, and
3. Chapter Schedule for the current academic year.

The CMT enables chapters to assess themselves through a SWOT Analysis; develop a Chapter Schedule to set goals and objectives, to track progress towards achieving those goals/objectives; and

obtain feedback from regional and national leadership. Within their Chapter Plans, chapters have three goals: recruitment, retention, and success of the members. For student chapters, success is the post-graduation success goals of the student members. For professional chapters, success is the influence within the community and career upward-mobility of the members. Within each goal, SHPE chapter provides objectives that: 1. are aligned with a SHPE chapter pillar and 2. satisfy the SMART criteria. The SMART criteria for chapter objectives details are provided in the CMT template.

### Quarterly Chapter Check-in

Participation in the chapter quarterly check-ins is **required** as part of their certification with the organization and for chapter award consideration. There are four quarterly check-ins submitted each SHPE quarter. Each quarterly check-in shall be an online form submission that takes 45-60 mins to complete by one chapter leader. Chapters shall submit one submission per quarter.

### Chapter Report

All collegiate and professional chapters can submit chapter reports if they want to be considered for National Award consideration. The summary and description of the items required within each report and their respective value in points is shown in the chapter report template. Below is an overview of the requirements for each of the reports.

Item	Points possible	Comments
Cover Page	0	One (1) page max with chapter contact Info
Chapter Highlights	0	One (1) page max; self-nomination for SHPE Chapter Awards. Maximum two awards.
Member Recruitment Activities	6	Two (2) page max; summarizing annual chapter's activity for recruiting members
Member Retention Activities	6	Two (2) pages max; summarizing annual chapter's activity for retaining members
Member Success Activities	6	One (2) page max; summarizing annual chapter's activity for members' success
Support Needed	0	One (1) page max; communicate issues and needs to SHPE national and regional leaders
Total	18	

### Submission Information

All documents and templates can be found on the chapter resources website:

<https://shpe.org/membership/chapter-resources/>

Check-in and Report Submit Link: [https://www.surveymonkey.com/r/SHPE\\_CheckIn\\_FY25](https://www.surveymonkey.com/r/SHPE_CheckIn_FY25)

### Submission process

SHPE chapters create viewable/accessible links of their CMTs and chapter reports. Documents are typically stored on their chapter's storage drive/system. Chapters create and control their storage drive/system. Documents are to adhere to the guidelines in the templates for National Chapter Award consideration.

**IMPORTANT:** Chapters must enable "commenting with anyone with the link" capability prior to submitting the link. Instructions on how to enable this capability are in both the template and submission form. Chapters should **not** e-mail their NCP documents. Incorrect submissions are not considered for review, feedback, nor chapter awards.

## Submission deadlines

Chapters submit the NCP items by the dates below to be eligible for National Chapter Award. The documents are to be submitted before 11:59pm Pacific Time on their date due. Documents submitted after their respective deadline shall be provided feedback but will be ineligible for chapter awards..

Item	Due date
Q1 check-in	October 15 <sup>th</sup>
Q2 check-in	January 15 <sup>th</sup>
Report 1	January 15 <sup>th</sup>
Q3 check-in	April 15 <sup>th</sup>
Q4 check-in	June 15 <sup>th</sup>
Report 2	June 15 <sup>th</sup>

## Requesting deadline extensions

There are no deadline extensions for the check-ins. Chapters can request submission extensions for the chapter reports. Extension requests are to be provided **at least 48 hours** before the intended deadline via email to chapters@shpe.org.

## Chapter awards

Two completed chapter reports and four check-ins are required for award eligibility. Chapters must submit the chapter reports and check-ins by deadlines for award consideration. Awards are presented at the SHPE National Convention.

**Bronze awards:** Bronze awards are awarded to chapters for their performance overall for the SHPE year. Awards are based on the CMT submission, chapter report evaluation, chapter highlights, and the strength of the chapter's functions/activities/events in all the relevant categories. The combined score for Reports 1 and 2 must be within the range of 27-30 points for award eligibility.

**Silver awards:** Silver awards are awarded to chapters for their performance overall for the SHPE year. Awards are based on the CMT submission, chapter report evaluation, chapter's self-nominations, and the strength of the chapter's functions/activities/events in all the relevant categories. The combined score for Reports 1 and 2 must be within the range of 31-34 points for award eligibility.

**Gold awards:** Gold awards are awarded to chapters for their performance overall for the SHPE year. Awards are based on the CMT submission, chapter report evaluation, chapter's self-nomination, and the strength of the chapter's functions/activities/events in all the relevant categories. The combined score for Reports 1 and 2 must be 35 points or higher for award eligibility.

**Disqualification condition:** If a chapter participates in misconduct at a local, regional, or national level (e.g., general meetings, regional events, SHPE Conference, etc.) the chapter is not eligible for awards and feedback.

## Chapter report rubric

Each of the Chapter Recruitment, Retention and Success pages will be evaluated based on the CMT-planned activities, obtained (numerical) outcomes, and lesson learned. Report 1 and Report 2 will utilize the same Rubric shown below.

Item + Length	Points Possible	Report Rubric		
		0 points	1 point	2 points
Cover Page (1 page)	0	N/A	N/A	N/A
Chapter Highlights (1 page)	0	Required to be eligible for awards	Required to be eligible for awards	Required to be eligible for awards
<b>I. Member Recruitment (2 pages total)</b>				
CMT-planned Activities (1/2 page)	2	No submission, minimal effort	Minimal detail and/or information provided of the chapter's plan and strategic plan; direct connection to utilization of the CMT	Detailed chapter's state and chapter plan, minimal highlights of achieved outcomes; direct connection to utilization of the CMT
CMT-obtained Outcomes (1 page)	2	No submission, minimal effort	Minimal detail and/or information provided on the metrics; associated context(s) to understand significance	Comprehensive numerical metrics with figures and evidence of context
Lessons Learned (1/2 page)	2	No submission, minimal effort	Some details of lessons learned to improve the chapter; followed the template	Clear evidence of the chapter understanding the value provided, implemented, and evaluated paradigm using their SWOT analysis to reflect on chapter's performance
<b>II. Member Retention (2 pages total)</b>				
CMT-planned Activities (1/2 page)	2	No submission, minimal effort	Minimal detail and/or information provided of the chapter's plan and strategic plan; direct connection to utilization of the CMT	Detailed chapter's state and chapter plan, minimal highlights of achieved outcomes; direct connection to utilization of the CMT
CMT-obtained Outcomes (1 page)	2	No submission, minimal effort	Minimal detail and/or information provided on the metrics; associated context(s) to understand significance	Comprehensive numerical metrics with figures and evidence of context

<b>Lessons Learned (1/2 page)</b>	2	No submission, minimal effort	Some details of lessons learned to improve the chapter; followed the template	Clear evidence of the chapter understanding the value provided, implemented, and evaluated paradigm using their SWOT analysis to reflect on chapter's performance
<b>III. Member Success (2 pages total)</b>				
<b>CMT-planned Activities (1/2 page)</b>	2	No submission, minimal effort	Minimal detail and/or information provided of the chapter's plan and strategic plan; direct connection to utilization of the CMT	Detailed chapter's state and chapter plan, minimal highlights of achieved outcomes; direct connection to utilization of the CMT
<b>CMT-obtained Outcomes (1 page)</b>	2	No submission, minimal effort	Minimal detail and/or information provided on the metrics; associated context(s) to understand significance	Comprehensive numerical metrics with figures and evidence of context
<b>Lessons Learned (1/2 page)</b>	2	No submission, minimal effort	Some details of lessons learned to improve the chapter; followed the template	Clear evidence of the chapter understanding the value provided, implemented, and evaluated paradigm using their SWOT analysis to reflect on chapter's performance
<b>Support Needed (1 page)</b>	0	Required to be eligible for awards	Required to be eligible for awards	Required to be eligible for awards
<b>Total (9 pages)</b>	18			

