

Annual Self-Assessment Rubric for JALT Chapters and SIGs

Introduction

Three members of the Administrative Committee (Richmond Stroupe, Thomas Bieri, and Bob Sanderson) met in Nagoya on Saturday, September 17, 2016, to discuss how to modify and proceed with the assessment materials that were presented at the last EBM in Hiroshima and the "sense of the room" votes recorded, taking into consideration existing bylaws, standing rules, and practice. Further discussions were held online with members who could not attend in person (George MacLean and Masahiko Goshi).

The committee adopted a three-tiered framework of "Approaching," "Meeting," and "Exceeding" expectations for various categories, noting that similar rubrics have worked well for other organizations. Working within this three-tiered approach (Approaching, Meeting, and Exceeding Expectations), with further (sometimes rather lengthy) discussion, agreement was reached on what activity should constitute expectations for each category. Weighting for each category, and how many points to allot for each was discussed. Those numbers are shown in parentheses in the table.

Based on a combination of numbers reflecting activities in all categories, Chapters and SIGs would calculate totals that would reflect the following:

- 100 or more points = Voting
- 80-99 points = Nonvoting
- Below 80 points = Probation

The committee believes that the current rubric takes into consideration the vast majority if not all of the many points that have been discussed over the past many months. The committee further believes that the current rubric can help us better identify which Chapters and SIGs need support in what areas, and what each Chapter and SIG can do to maintain and improve our service to our members and our effectiveness as an association.

The suggested name change for Chapter Publicity officers and SIG Publications officers to "Communications" officers was discussed but was deferred to a later time pending further discussion.

Members of the Administrative Committee will be available to answer questions during the conference in Nagoya later this month, and during the Conference EBM. This assessment will not be formally presented at the Conference EBM due to time constraints, but Chapters and SIGs will be encouraged to use the self-assessment tool in the coming months to experiment with the assessment process as well as see how each of their groups fare, and provide feedback via EBM-Net. Depending on the feedback received prior to the February 2017 EBM, the assessment may be presented formally.

References:

Bylaw V. 3

After a minimum of one year, a Chapter Affiliate or SIG Affiliate may petition the Executive Board for recognition as a Chapter or SIG if it has met the following criteria:

- 1a. A Chapter must have at least 20 JALT National members in good standing.
- 1b. A SIG must have at least 50 JALT National members in good standing.
2. A Chapter or SIG must designate at least 4 JALT National members in good standing as officers.
- 3a. A Chapter must hold at least 5 public meetings per year.
- 3b. A SIG must produce at least 3 publications per year.

Standing Rule 1.2: Listing Chapter Events on the JALT Events Calendar

For the purposes of funding, chapters must show that they are meeting the minimum number of presentations (5 for full chapters, 4 for affiliates, 3 for forming) by entering the data on the JALT Events Calendar.

Standing Rule 1.9: Annual Reports Requirements

- 1) Chapter presidents' and SIG coordinators' reports are due on 31 December each year. These annual reports should be an account of the chapter or SIG activities for the previous officer year, defined as the period from national conference to national conference.
- 2) Financial Reports from chapter and SIG treasurers are due on 10 April. Financial reports cover the chapter and SIG activities during the fiscal year, which lasts from 1 April to 31 March.

Annual Self-Assessment Rubric for JALT Chapters and SIGs
(points in parentheses)

Category	Current Rule	Approaching	Meeting	Exceeding	<i>Local Chap / SIG Points</i>
Members Chapters	Bylaw V.3.1a	Avg 15-19 (15)	Avg 20-39 (20)	Avg 40+ (30)	
SIGs	Bylaw V.3.1b	Avg 35-49 (15)	Avg 50-99 (20)	Avg 100+ (30)	
Officers	Bylaw V.3.2	3-4 (10)	5-6 (15)	7+ (20)	
Public meetings (Chapters)	Bylaw V.3.3a	3-4 (10)	5-7 (15)	8+ (20)	
Public events (SIGs)	none	1 (5)	2-3 (10)	4+ (15)	
SIG publications Peer-reviewed	Bylaw V.3.3b	1 (8)	2 (15)	3 (30)	
Officer reviewed		3-5 (8)	6-9 (15)	10+ (20)	
Chapter publications	none	Newsletter 4+ (5)	Officer reviewed 2+ (8)	Peer reviewed 1+ (15)	
Publicity	Standing Rule 1.2	3-5 (5)	6-10 (10)	12+ (15)	
Website	none	Simple, accurate, but static (5)	Accurate with regular updates, multi-page (10)	Multi-page, frequently updated, professional (15)	
Complete annual report	Standing Rule 1.9. 1	By 1/31 (5)	By 12/31 (10)	By 12/31 plus report to members by 1/31 (15)	
EBM attendance	none	1 other than conference (5)	2 (10)	3 (15)	
Treasury reports	Standing Rule 1.9.2	Only 7-9 MAS filed correctly and on time and/or annual financial review delayed (5)	10-11 MAS filed correctly and on time and annual financial review passed in a timely manner (10)	12 MAS filed correctly and on time and annual financial review passed in a timely manner (20)	

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TOTAL = _____

Explanatory Notes for Self-Assessment Rubric for JALT Chapters and SIGs

Category	Explanatory notes
Members Chapters SIGs	Member numbers are the average membership for the calendar year. This can be calculated by adding the total number of current members for each month from January to December and dividing by 12.
Officers	This number indicates the individuals serving in officer roles, not the number of roles being covered.
Public Meetings (Chapters)	Includes both professional development sessions and social meetings if they are publicly announced in advance as JALT events.
Public Events (SIGs)	Can be independent or collaborative with chapters. Since this is not a primary mission of SIGs, the point weighting is different than for chapters.
SIG Publications Peer reviewed	Publications which are peer-reviewed generally hold a higher value for members who publish in them, require significantly more effort from members of the group to produce, and raise the status of JALT as an academic organization so they are granted higher point value than other types. In general, the peer-review process would include come reviewers from outside the SIG.
Officer reviewed	These are officer-reviewed, include at least one contribution from someone other than the editors, and are somehow archived for potential members to access. These are not simple email announcements.
Chapter publications	Newsletters can be archived postings, etc. that announce events and other chapter activities. Officer reviewed and peer reviewed are defined the same as SIG publications. Since publication is not a primary mission of chapters, the point weighting is different than for SIGs.
Publicity	This includes email, SNS, and other information disseminated in a timely manner to publicize events and other group activities.
Website	The basics are an accurate group description, contact links that work and are responded to, clear JALT branding and a link to the most current JALT International conference, joining information, and current officers, possibly all on one page. Including regularly updated publicity of events, publications, etc. and having multiple pages is “meeting” expectations and going beyond this with more detailed, multi-page sites with frequent updates and high production value (professional appearance) is “exceeding.”
Complete annual report	The annual report should be completed with all requested information. To exceed expectations in this category a group must complete the report by 12/31 as well as make a public report to members available by 1/31. This should be similar to the report presented at the AGM and/or the year-end report, but may exclude details that groups may consider inappropriate for public release.
EBM attendance	Attending only the conference EBM is not considered point worthy but in combination with other EBM attendance can be counted.
Treasury reports	In order to earn any points, the previous fiscal year’s review must have been passed, and at least 7 MASs from January to December turned in on time and without significant problems.