

**MEMORANDUM**

TO: ASCE Student Chapter & Club Faculty Advisors

FROM: Andrew Rener, Chair, Committee on Student Activities

DATE: May 2006

SUBJECT: Evaluation of 2005 Annual Report

School Name: Kansas State University

On behalf of the Committee on Student Activities, it is my privilege to commend you and the members of your Chapter/Club for the work that you put into your 2005 Annual Report. The report illustrates a great deal of effort by your Chapter/Club to document the activities of the prior year and to provide incoming officers with a guideline when planning the upcoming year. Annual reports received from all the student groups provides us with valuable information that we use to develop future student programs, to evaluate current programs, and to monitor the effects of educational policies. This summary represents the reaction of the reviewer to your Chapter/Club activities as reported in your 2005 Annual Report

General Comments:

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Question #	Excellent	Very Good	Good	Fair	Needs Attention	Not Applicable
1. Membership	>90%	61%-90%	31%-60%	11%-30%	<10%	
Comments: I encourage you to involve freshman and sophomores by having special events at the beginning of the year focusing just on them. They are the future of the chapter/club and the sooner you can get them involved the stronger your chapter will become.						
2. Chapter/Club Meetings (Professional)	>8	7 - 8	5 - 6	3 - 4	0 - 2	
Comments: Wow!! This is quite an accomplishment. Keep up the good work.						
3. Chapter/Club Meetings (Student Talks/Papers)	>4	4	3	2	0-1	
Comments: Student talks and papers are great opportunities for students who have conducted additional work over the year to show off what they have learned. A student can not have too many opportunities to present in front of their peers. It helps to build confidence, communication skills, and presentation skills. You may be surprised at what some of your fellow students have been doing with their extra time.						
4. Chapter/Club Meetings (Professional)		>2	2	1	0	
Comments: Professional licensure and ethical issues are important in all professions and especially in engineering. Scheduling and encouraging participation in meetings dealing with this can help graduates and co-op students deal with issues during their first few years in the workplace.						