

Chi Phi Fraternity

Spring 2021 Accreditation Frequently Asked Questions (FAQ)

Do we have to report on the Rituals performed or the Ritual Inventory list?

The Spring 2021 process has waived the Ritual reporting requirement due to COVID-19 and university restrictions for Chapter. However, the Accreditation Committee strongly supports and commends the Chapters that were able to host Ritual during this time. It will be a requirement in the fall.

For the Advisor Letters, it asks for Fall dates as well. Do we need to fill that out?

You only have to fill out the Spring dates. In 2022, we will go back to a yearly submission and wanted you to be familiar with that form.

Will Fall 2021's process look similar to this process?

Yes, the processes will be very similar. You will only have to report on Fall activities. We expect to add Ritual requirements back into the submission. There may be other requirements that change based on the Congressional Accreditation Committee's recommendation.

How should I name my documents?

If you look at the document on chphi.org/accreditation labeled "Required Document Checklist," you will see all the documents that you need to submit (minus the National Office Verification). If you look at the tab that is "Sort By Document," you will find all the documents that you need to submit. You should label your documents by the title – your Chapter designation. An example would be "Bylaws- Alpha-Pi" or "Academic Program- Psi Zeta."

In the Total Membership Education Pillar, we are required to host 3 TME session, how do we document that?

You will use the "Event Form" template that is on the website. You will document each event separately. You are required to have the attendance sheet attached to that event form. There is no example of the sign-in sheet this year, due to Chapters having to be virtual. You can submit the 3 event forms (with their sign-in sheet) into 1 PDF document for submission.

Our Chapter was virtual or COVID cautious, and it was hard to schedule outside TME presenters to come and present sessions for our Brothers. Can we be exempt from the TME requirement?

No. We should constantly be educating and advancing our Brothers and ourselves. The National Office has been presenting TME sessions through their Building Better Men Webinar Series. As a Chapter, you can watch the recordings together and host a discussion and count that as a TME session. If you are 100% virtual, you can have your Brothers watch the session before an online meeting and lead a conversation about it as a Chapter and count that for a Session. The Building Better Men Webinar series is a great way to learn from nationally renowned educators. You can access the video recording at chphi.org/university.

How has the Accreditation Committee been educating us on the new process?

The Committee has hosted two webinars presenting the process this semester. Additionally, there were two "Office Hours" hosted in March and April to allow Brothers to join and ask any questions they had about the process.

What if I have other questions not on this FAQ?

You can always reach out to the Accreditation Committee by emailing Michael Davis at MichaelWDavisPhD@gmail.com or Demin Grzesik at grzesik@chipi.org. Please note that we ask all questions be submitted by Friday, April 30, 2021 at 5 pm Eastern due to the limited time the weekend accreditation is due.