




NATIONAL SOCIETY OF BLACK ENGINEERS

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NSBE RETENTION PROGRAM TOOLKIT - OVERVIEW

July 2014



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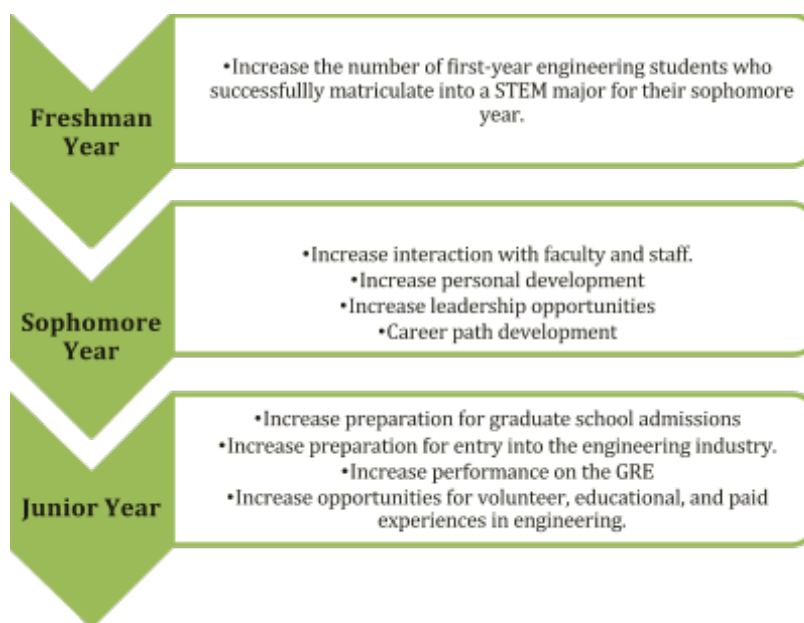
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NSBE Retention Program Purpose

The purpose of the National Society of Black Engineers' Retention Program is to improve the four year and five year graduation rates of Blacks in the field of engineering. The NSBE Retention Program will serve as an umbrella for three different programmatic pieces designed for freshmen, sophomores, and juniors.

The graphic below outlines the NSBE Retention Program into different years for undergraduate students. From the freshman year, leading into the student's senior year there are different aims to help them advance their career, as well as improve their academic performance. This program starts at increasing the number of first-year prospective students who successfully matriculate into a Science, Technology, Engineering, or Mathematics (STEM) major for their sophomore year. It ends with successfully matching students with professional mentors, to help the students get a job in a STEM related field.





NSBE Retention Program Toolkit OVERVIEW

The NSBE Retention Program guidelines provide a detailed set of Chapter recommendations, supplemental documents, and program evaluation forms that will assist chapter officers with developing their planning skills, metric documentation, and program implementation.

Chapters that are requesting official recognition for being a part of this initiative must ensure that they submit all required evaluation documentation associated with the program. As a reminder, Chapters aren't required to follow these recommendations; however, the National Programs Team strongly encourages Chapters to abide by them as closely as possible.

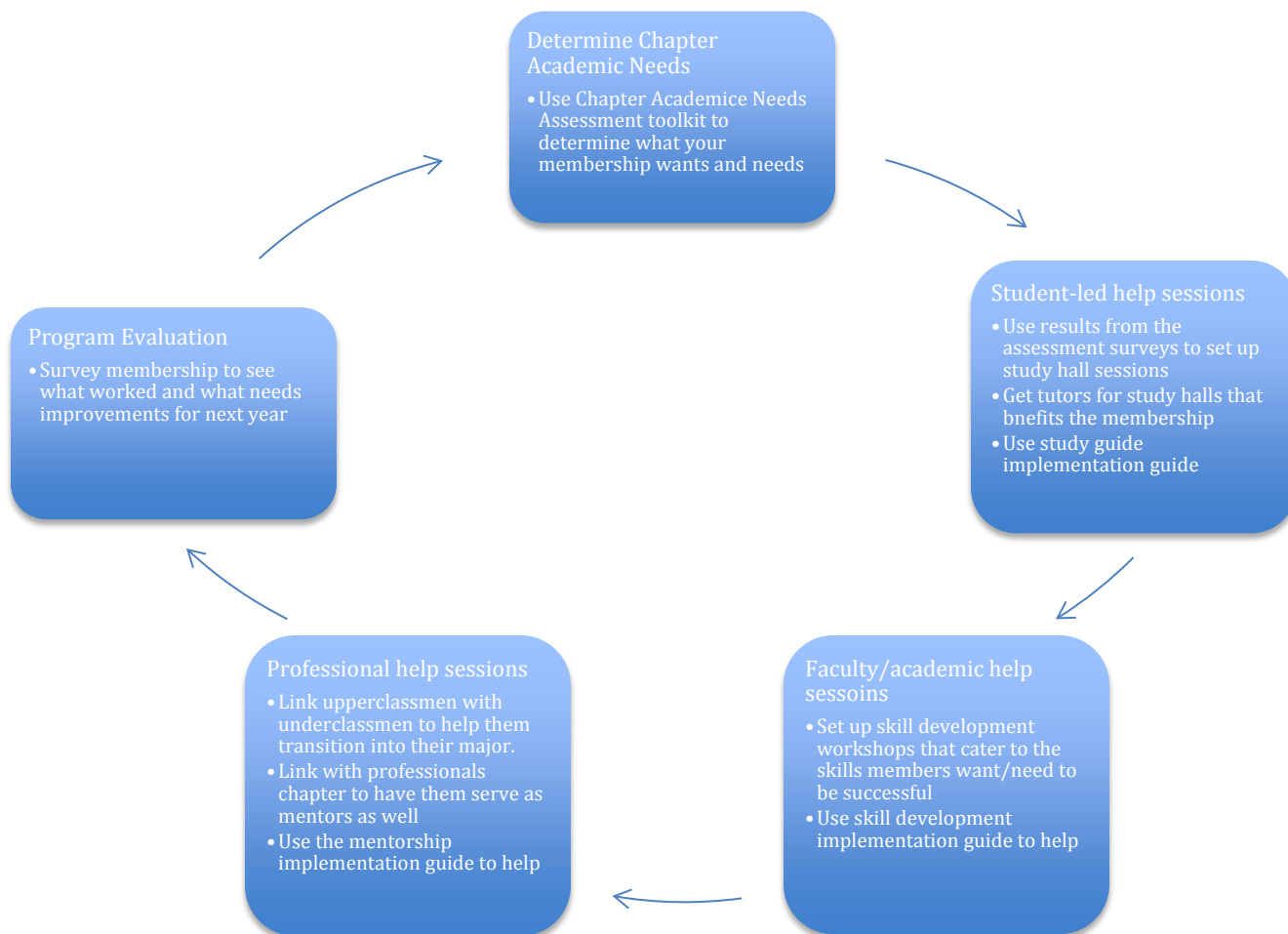
The components of the NSBE Retention Program are presented briefly below, and detailed descriptions can be found in the appropriate supporting documents.

Skill Development	Mentorship	NSBE Study Hall
<ul style="list-style-type: none">• Soft Skills• Interactive Development	<ul style="list-style-type: none">• Advisor• Counselor• Role Model• Motivator	<ul style="list-style-type: none">• Collaborative Study• Facilitated Study• Accountability



Starting the NSBE Retention Program at your chapter

As a chapter officer, the first step to establishing the NSBE Retention Program at your institution is committing to the cause. There are a few easy steps that the National Academic Excellence Committee recommends.



Ultimately the process for accomplishing these initial tasks will vary by chapter, but we are confident that you can get this done! You are the expert on how things operate at your institution. If you ever need advice or some insight to the program, please contact your regional academic excellence chair!

**note: you must first verify that having a test & homework bank does not violate any part of your institution's honor policy.*



NSBE Retention Program Documentation

Documentation

There two official reports that allow chapter leaders to provide feedback and allow regional and national leaders to evaluate the NSBE Retention Program at each university. In order to be considered for the NSBE Retention Program awards, a chapter must at minimum complete the Registration ([click here](#) to access form on NSBE Website) and both Reports online. Below you will find the different forms of documentation, and examples of what a chapter can expect with that documentation.

<p>Registration DUE 9/15/2014 (returning) 11/1/2014 (new)</p>	<ul style="list-style-type: none"> •Chapter provides contact information (click to register) •Chapter is contacted by NSBE Retention Program Chapter Coordinator
<p>Report 1 - DUE 12/20/2014 Report 2- DUE 3/15/2015</p>	<ul style="list-style-type: none"> •Chapter provides details about individual Retention Program via Chapter Report spreadsheet. •Chapter provides program operational information •Chapters receive advice/feedback on program
<p>Evaluation - Rolling Submissions</p>	<ul style="list-style-type: none"> •Chapter leaders give feedback on NSBE Retention Program •Participating members give feedback on NSBE Retention Program •Regional/National leadership gives feedback to chapters
<p>Monthly reports</p>	<ul style="list-style-type: none"> •(optional) Chapters may submit an optional monthly report for feedback •(optional) Chapters may submit "Chapter report spreadsheet at monthly intervals for feedback

Registration

A chapter must register each year of participation in the NSBE Retention Program. This ensures that the flow of information may occur through Chapter, Regional, and National Leadership by maintaining updated contact information. A Chapter may register at any point during the year, however; **returning Chapters must update their contact information by September 15th of the current year in order to remain active.** After September 15th, that chapter will be considered inactive until the registration is completed. **New Chapters must register by November 1st of the current year to participate in the program.**



NSBE Retention Program Evaluation

Any chapter seeking individual implementation guidelines and/or evaluation of their performance should contact the NSBE Retention Program Chapter Coordinator (aexretention@nsbe.org). After the winners of the NSBE Retention Program Chapter awards are announced at Convention, all chapters will receive feedback on the documentation they submitted.

Monthly reports are optional and can be submitted for input regarding programmatic pieces to be implementing in the following month and to get feedback on events hosted in the current month. To accommodate for a thorough review of reports, the National Programs Committee will utilize a two-week period to review and provide feedback.

National Awards

All active chapters that are implementing the Retention Program qualify to receive National Awards on the basis that they submit all required documentation. The current availability of National Awards as they relate to the Retention Program is as follows:

\$5,000 will be awarded to the most effective Chapter with regards to overall implementation, and member involvement. Second prize and third prize will be awarded in the amount of **\$2,500** and **\$1,250** respectively.

Chapters will be awarded based on the performance on the evaluation documentation, and participation in NSBE Retention Program events throughout the year.

NSBE Retention Program Grading

For the 2014-2015 academic year, chapters will be graded based on the overall implementation of the NSBE Retention Program. The rubric will be released at a date TBD.

“Extra Credit”

When filling out the NSBE Retention Program documentation, certain activities will merit “extra credit” points when the Award winners are being decided upon. These categories are as follows:

- Participating in Retention Program Chapter Forum at FRC
- Collaboration with other professional or honor societies (e.g. Tau Beta Pi, Society of Hispanic Professional Engineers)



Program Resources

National Academic Excellence Committees

The National Academic Excellence Chair is the primary contact for the development and implementation of the NSBE Retention Program. The National Academic Excellence (AEx) Committee is committed to helping you begin, maintain, and develop the NSBE Retention Program at your chapter. At all points of the year, the National AEx Committee will be working to develop resources, collect data, and gather feedback to make the program as effective as possible.

Please note that this committee includes your Regional Academic Excellence Chair. If you have any questions regarding program implementation, please contact your Regional Programs or Academic Excellence Chairperson directly. You may also contact the National AEx committee Retention Program Chapter Coordinator at aexretention@nsbe.org

National Programs Fund (NPF)

If your Chapter is in need of financial support in order to execute specific functions of the NSBE Retention Program, please utilize the National Programs Fund! Approved grants to chapters are intended for chapter programs that support national initiatives that cannot be funded solely through any other resource. Please review the NPF documentation on the online management system or contact your National Programs Chairperson at nebprograms@nsbe.org for more information.

Minority Engineering Programs/Academic Affairs Director

Involvement of the Minority Engineering Programs (MEP) and/or Academic Affairs Director will be an essential factor in successful implementation of the Retention Program. An Institution's MEP/Academic Affairs Director is key to understanding the performance of Black engineering students, understanding their performance metrics, and providing supportive resources for program execution. If your institution does not have an MEP Director, NSBE can help you identify appropriate resources in your institution.

Program Contacts

Region 1 Academic Excellence Chair – Emmanuel Gerard – r1aex@nsbe.org

Region 2 Academic Excellence Chair – Tolu Oyelowo – r2aex@nsbe.org

Region 3 Academic Excellence Chair – Michael-Angelo Humm – r3aex@nsbe.org

Region 4 Academic Excellence Chair – Alanna Tremble – r4aex@nsbe.org

Region 5 Academic Excellence Chair – Avijeet Ghosh – r5aex@nsbe.org

Region 6 Academic Excellence Chair – Eden Aklile – r6aex@nsbe.org

National Academic Excellence Chair – Sarah Brown – nebaex@nsbe.org

National Retention Program Chapter Coordinator – Kris Rawls aexretention@nsbe.org



Frequently Asked Questions

Are there any dates associated with the NSBE Retention Program?

Yes. The reporting structure takes place via Reports within. Please reference the Documentation and Evaluation sections of this document for a list of all report deadlines.

We have a small Chapter. Can we use other students to assist us in the implementation of the freshman component of the NSBE Retention Program?

Yes! The operation of the NSBE Retention Program does not require facilitators, mentors, and presenters to be NSBE members. Chapter leaders are encouraged to include any other individuals that are willing and able to assist your Chapter in accomplishing its mission.

Why are the grades needed for the Retention Program?

The operation of the Retention Program is heavily based on establishing success metrics that measure the performance of NSBE programming. The grades will be used solely for the production of grant proposals and other documentation that will provide NSBE with additional funding to support the initiative. The GPA and grades of students will not be used for any other reason. We guarantee the privacy of every student's academic record. As a reminder, this information is optional and not required for the implementation of the program.

Are there National Awards associated with the NSBE Retention Program?

Yes. There are Chapter awards available. Chapter awards are available in the amount of \$5,000, \$2,500, and \$1,250. Additionally, an Exxon Mobil grant allows for \$10,000 to be awarded to Chapters for exemplary performance as a result of the program.

Can the focus of each program piece extend beyond just one grade level?

Yes; however, the National Programs Team will focus on the retention of freshman members during the first year implementation of the program. If you chose to include new members in general (i.e., sophomores and juniors), please indicate that on the evaluation forms to be submitted with the reports.



I don't know our Institution's MEP Director. Who should I contact?

If you do not know who is responsible for Minority Engineering Programs at your Institution, it may be best to contact the Dean of your School of Engineering. They should be able to direct you to the individual responsible for support initiatives directed towards minority students. If you need assistance, please send a request to nebaex@nsbe.org and we will assist you.

We needed to adjust some pieces of the Retention Program. How should we report that?

Any changes and/or additions made to the Freshman Retention Program outside of the recommended program guidelines should be reported in the reports. This will allow the Chapter to provide much detail about their adjustments and the National Programs Committee to provide feedback.

Our Chapter will need some financial support for our Retention Program initiatives. Where can we get support?

There are funds available through the National Programs Fund. The application is available online. The guidelines for how to apply are also available online. If you have any questions, please contact either the Regional or National Programs Chairperson.

What are the plans for the future development of the NSBE Retention Program?

At the moment, we hope to develop the first three components of the program in the first year and expand to partner with the Institutions to provide additional support for summer bridge programs and orientation events during the second year of the program. The National Programs Team also hopes to expand the program so that it encompasses the entire college experience over the next four years.