



National Society of Black Engineers®

***FRESHMAN RETENTION PROGRAM
CHAPTER PROGRAM TOOLKIT***

Version 1.0.0



National Society of Black Engineers *Freshman Retention Program*

Purpose

The purpose of the National Society of Black Engineers' Freshman Retention Program is to increase the number of first-year prospective engineering students who successfully matriculate into a science, technology, engineering, or mathematics (STEM) major for their sophomore year. This initiative allows NSBE to counteract the most devastating statistics surrounding Blacks in higher education, more specifically in engineering: on average, nearly sixty percent of Black freshman in engineering do not successfully complete their freshman year.

The NSBE Freshman 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. The National Programs Chair manages the NSBE Freshman Retention Program.

Freshman Retention Program Overview

Program Review: The NSBE Freshman Retention Program serves as an umbrella for six different programmatic pieces: the summer bridge/academic boot camp, orientation programming, problem solving seminars, skill development workshops, mentorship programs, and supplemental awards and recognition. These six components have been identified as key factors that contribute to the success of first-year students. Understanding that the low number of first-year students matriculating to the second year cannot be addressed by a single program, each of these programmatic pieces are designed to address a specific concern, which together create the NSBE Freshman Retention Program.

Additionally, there is every intention of further developing this program such that the Freshman Retention Program becomes one of four installments of a program that addresses the entire college experience. Chapters that are requesting to be officially recognized as a part of this initiative must ensure that they submit all required evaluation forms and documentation associated with the program. As a reminder, Chapters are not required to follow these recommendations as listed, however, the Nat'l Programs Team strongly encourages chapters to follow the recommendations as closely as possible.



Program Evaluation: A major structural component of the Freshman Retention Program is ensuring that we can measure the successes that arise due to the program implementation. All program documentation requirements must be satisfied via the Chapter reports and via both installments of the Institute for Chapter Development. Details surrounding program evaluation are listed in more detail in the evaluation section of the provided document.

Fiscal/Program Year: In the first year of the Freshman Retention Program pilot, the implementation and completion timeline will be aligned with the NSBE fiscal year, August 1st to July 31st. During the second year of the program pilot, and the subsequent years of operation, the timeline will be aligned from June 1st to May 31st. This will require the closure of the first pilot year and start of the second pilot year to overlap in operation.

Eligibility: All Members at every Chapter is able to utilize the resources available for execution of the Freshman Retention Program at their respective Institutions. In order to qualify for any of the monetary awards, the member submitting a Chapter's documentation must be paid and active. The Chapter submitting the documentation must also be listed as chartered and active in NSBE Online for the current fiscal year for which the program will be implemented. A submission from an inactive body will not be evaluated.

National Awards: All Chapters that are implementing the Freshman Retention Program during the pilot year (regardless of whether they are considered a "pilot Institution") is qualified to receive National Awards on the basis that they submit all require documentation as listed in the evaluation section of the documents. The current availability of National Awards as they relate to the Freshman Retention Program are as follows:

- \$5,000 awarded to the most effective Chapter with regards to overall implementation, Member involvement, and the measure of freshman retention at the Chapter's Institution. Second prize and third prize will be awarded in the amount of \$2,500 and \$1,250 respectively.
- Three (3) scholarships will be awarded in the amount of \$250 to program participants who have exhibited exceptional performance for the duration of the Freshman Retention Program.
- Three (3) scholarships will be awarded in the amount of \$500 to program mentors/workshop facilitators who have demonstrated a sincere dedication to the goals and objectives of the Freshman Retention Program.



Chapters will be awarded based on the performance on the evaluation documentation. Applications for individual National Awards will be available beginning January 1st, 2010 via NSBE Online.

Freshman Retention Program Resources

National Programs Committee: The National Programs Committee is the primary contact for the development and implementation of the NSBE Freshman Retention Program. The National Programs Committee is composed of the National Programs Chairperson, the Assistant Programs Chairperson(s), the ICD Chairperson, and the Regional Programs Chairpersons. The National Programs Chairperson chairs the committee and is responsible for developing, maintaining, and overseeing the NSBE programs from the National level.

National Programs Fund (NPF): If your Chapter is in need of financial support in order to execute specific functions of the NSBE Freshman Retention Program, please utilize the National Programs Fund. The grant dollars that are allocated through the programs fund are approved in the National Programs Budget. 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 NSBE Online for more information.

Minority Engineering Programs/Academic Affairs Director: The Minority Engineering Programs (MEP) and/or Academic Affairs Director will be an essential part of the Freshman 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 assistance is needed to establish a relationship with your Institution's MEP/Academic Affairs Director, please contact the National Programs Chair at programs@nsbe.org. The National Programs Chair will assist your Chapter in developing a strategic partnership that can ensure your Chapter's success.