

NATIONAL SOCIETY OF BLACK ENGINEERS RENSSELAER CHAPTER



Chapter Code: 1114

LONG RANGE PLAN

COMPILED BY:

'02-'03 NSBE RENSSLAER

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INTRODUCTION

Herein lays the Long Range Plan (LRP) for the Rensselaer Chapter of the National Society of Black Engineers. This LRP has been developed to measure the chapter's progress until the year 2008.

This document is based on the National Long Range Plan, Version 2.2, approved by the National Executive Board on May 14, 2000, and the programs and activities that are specific to Region One and our chapter. The mission and vision are taken directly from the National Long Range Plan. The mission defines the purpose of the organization and as such determines the society's priorities. The vision defines "where the organization is going and what it will be when it gets there." The seven key business areas, defined by the revision committee of 1996, and derived objectives, goals, strategies and measures (OGSM) for each will lead NSBE-Rensselaer to realize its mission and intimately experience its vision. The key business areas include the following:

1. Academic Excellence
2. Technical Excellence
3. Leadership
4. Communications
5. Financial Vitality
6. Cultural & Community Awareness
7. Continuous Education & Career Access

This LRP will serve as a map that will ultimately lead this chapter to realize its mission, understand its vision, and accomplish its goals. The Rensselaer Chapter of NSBE realizes that the Long Range Plan (LRP) will only prove to be effective if we actively incorporate its vision into our planning process and thereby implement it into our daily actions. Thus, NSBE-Rensselaer will step up to the challenge and work collectively to succeed in every endeavor.

NSBE MISSION

To increase the number of culturally responsible Black engineers who excel academically, succeed professionally, and positively impact the community.

NSBE VISION

The NSBE experience empowers its members to reach their full potential. We are encouraging our membership to continue the legacy while maintaining leadership roles in NSBE, Black communities, and other professional organizations. We instill pride and add value to the members which cause them to want to give back to NSBE in order to produce a continuum of success.

NSBE sets the standard of excellence in providing services to engineering, science and mathematics students. We maximize our potential collectively to facilitate the development of accomplished Black engineers.

We are advancing a cultural paradigm that inspires the Black community to achieve greater engineering and scientific feats than ever before.

SEVEN KEY BUSINESS AREAS WITH SUBGROUPS

1. Academic Excellence
 - A. Grade Point Average (GPA)
2. Technical Excellence
 - A. Student Research Opportunities
3. Leadership
 - A. Leadership Skills
 - B. NSBE History, Bylaws & Constitution
4. Communications
 - A. Breadth of Information Transfer/ Information Accessibility
5. Financial Vitality
 - A. Sound Expenditures
 - B. Financial Officers Training
 - C. Cash, Income and Revenue
6. Cultural and Community Awareness
 - A. Community Service
 - B. Awareness and Activities
 - C. Pre-College Initiative Programming
7. Continuous Education and Career Access
 - A. Career Planning
 - B. Engineering Minority Faculty

ACADEMIC EXCELLENCE

Grade Point Average (GPA)

Objective: To increase the grade point average (GPA) of NSBE–Rensselaer members.

Goal: By 2008, the NSBE–Rensselaer Chapter will have an average of 3.0 or better.

Strategies:

1. Maintain and update back test files.
2. Facilitate workshops to instill motivation and strategies for academic success.
3. Implement book scholarship as incentive and other programs of recognition.
4. Encourage participation in Achiever’s Plus (A+) and Study Jams.

Measures:

1. Collect exams for at least 50 percent of courses in majors represented by NSBE members.
2. Have 50 percent of all workshops be academically oriented.
3. Implement at least four awards/scholarships for incentive per year.
4. Have 70 percent of NSBE–Rensselaer members participate in A+.

TECHNICAL EXCELLENCE

Student Research Opportunities

- Objective: To increase the awareness and participation of NSBE–Rensselaer members in technical and graduate research opportunities.
- Goal: To have 45 to 50 percent of NSBE–Rensselaer members involved in undergraduate and graduate research projects by 2008.
- Strategies:
1. Compile and distribute listing of current research opportunities.
 2. Have members with past research experience to discuss their experience with members.
 3. Network with faculty to find out more on existing and future projects and opportunities.
 4. Encourage members to participate in the Undergraduate Student Technical Research (USTR) Competition.
- Measures:
1. Publish research listings in quarterly newsletter.
 2. Hold a panel discussion to discuss past research experiences once a semester during a general body meeting.

LEADERSHIP

Leadership Skills

Objective: NSBE Rensselaer officers will receive necessary training to become effective leaders.

Goal: 100 percent of NSBE Rensselaer officers will receive leadership training.

Strategies:

1. Officers are to attend leadership workshops and conferences given by NSBE and Rensselaer campus resources.
2. Effective transitioning of chapter officers.
3. Sponsor general members to attend annual Archer Center Leadership Conference.

Measures:

1. All officers will have attended either the National Leadership Institute or the Regional Leadership Conference.
2. At the beginning of each semester the Executive Board will have a workshop facilitated by the Archer Center for Student Leadership.
3. There will be a transition meeting during the first week of April, in which board members must have a written transition report for their successor.
4. Newly elected members must meet with their respective predecessor before the end of the semester.
5. At least 50 percent of membership attends a campus leadership conference.

LEADERSHIP

NSBE History, By-Laws, Constitution, and Parliamentary Procedures

Objective: NSBE Rensselaer officers and members knowledgeable of NSBE history, constitution, and by-laws.

Goals: 1. 100 percent of officers know history, constitution, and by-laws.
2. 75 percent of membership attend workshop on history, constitution, and by-laws.

Strategy: 1. Hold NSBE 101 workshop at first meeting of semester.
2. Hold workshop on parliamentary procedures.

Measure: 1. Hold quizzes for officers during their third Executive Board meeting of semester.
2. Have a running list of parliamentary procedures on file for use of the Executive Board and membership.

COMMUNICATIONS

Breadth of Information Transfer/Information Accessibility

- Objective:
1. To increase the level of accessibility of information generated on a Chapter, Zone, Regional, and National level.
 2. To increase communication within Chapter, Zone, Regional, and National level.
- Goal:
1. Disseminate information to officers and membership promptly and effectively.
 2. Broaden communication resources.
- Strategies:
1. Maintain and update chapter website, email aliases, and chapter listserv frequently.
 2. Utilize telephone services.
 3. Post all chapter events well in advance of actual event.
 4. Increase communications with our buddy chapter Union College and International Sister Chapter(s).
- Measures:
1. Send bi-weekly email posting to members (Monday and Thursday).
 2. All events are to be advertised at least one week prior to event.
 3. Use mass voice message as reminder for big events and notices.
 4. Expand distribution of the Torchbearer.
 5. Plan joint meetings with Union College and attend Union's events as well as other chapter's programs.

6. Provide links to other chapter websites from our own.
7. Utilize teleconference capabilities with other chapters.
8. Mandate that all emails be answered within 48 hrs.

FINANCIAL VITALITY

Sound Expenditures

Objective: Ensure NSBE–Rensselaer makes sound expenditures.

Goal: Have all expenditures outlined in annual budget.

Strategies:

1. Have budget reviewed and approved by Executive Board.
2. All expenditures must be approved by treasurer and president.
3. Budgeted programs to be reviewed annually for cost analysis.

Measures:

1. New Budget must be composed and approved by the second week of the academic year.
2. All monetary requests for NSBE programs are to be received and approved by the Treasurer at least three weeks prior to the event; three days notification is needed in case of an emergency.
3. Prior to Executive Board transitions, all funded programs must be reviewed.

FINANCIAL VITALITY

Financial Officers Training

Objective: All treasurers are to be trained

Goal: 100 percent of NSBE–Rensselaer treasurers to be trained in NSBE financial practices annually.

Strategies: 1. Develop chapter guidelines for solicitation, fund–raising, and proposal writing.

2. Chapter treasurers must attend the Regional Leadership Conference held prior to each academic year.

Measure: 1. Complete Chapter Solicitation packet by August and distribute by October annually.

FINANCIAL VITALITY

Cash, Income, and Revenue

Objective: To diversify and balance income sources.

Goal: 1. Develop a financial portfolio consisting of all financial documents from previous years by 2008.

2. Research possible sources of income.

Strategies: 1. Develop fundraisers for each semester.

Measures: 1. Maintain successful fundraisers and repeat each year.

2. Vice treasurer, along with the chapter treasurer, will develop an action plan at the beginning of each semester to achieve the financial goals of the NSBE–Rensselaer Long Range Plan.

CULTURAL & COMMUNITY AWARENESS

Community Service

- Objective: NSBE–Rensselaer will commit itself to giving back to the community by lending technical expertise, financial resources, personal effort, and attention.
- Goal: 70 percent of all NSBE–Rensselaer members participate in at least one community service event each semester.
- Strategies:
1. List of all service groups and opportunities.
 2. Establish long–term relations with members of the community and local organizations.
 3. Provide incentives for members to participate.
 4. Community Service Chair is to attend and promote at least two events sponsored by Rensselaer.
- Measures:
1. At least three–community service projects per semester.
 2. Provide a listing of community service projects once a month.

CULTURAL & COMMUNITY AWARENESS

Cultural Awareness and Activities

- Objective: Enhance awareness and activities among NSBE–Rensselaer members.
- Goal:
1. Have at least one cultural event per semester.
 2. Participate more with other professional societies.
- Strategy:
1. Obtain and develop a list of topics on interest, workshop, speakers, and facilitation.
 2. Increase eboard and general membership outings.
 3. Plan events for Engineers Week with other engineering societies well in advance of the actual week.
- Measures:
1. List of topics of interest planned by the end of the academic year.
 2. Evaluation of speaker; programs.
 3. Thank you letters to speakers.
 4. Have at least two eboard outings and two general membership outings each semester.
 5. Utilize the Black Cultural Center during cultural events and programs.

CULTURAL & COMMUNITY AWARENESS

Pre-College Initiative Programming

- Objective: To maintain an integral role in the motivational mechanisms for our minority students toward higher education and overall improvement of life.
- Goal:
1. Increase the number of participants (students) in PCI weekend.
 2. Increase the number of NSBE Jr. Chapters in the Capital District.
 3. Ensure PCI students attend accredited universities/colleges.
- Strategies:
1. Establish proper networking between NSBE-Rensselaer and area high schools.
 2. Develop PCI program manual.
 3. Hold Annual PCI Weekend.
 4. Provide at least 2 events per semester for PCI students.
 5. Liaison between admissions to aid in college fair recruiting (PCI Chair).
 6. Continuously search for chapter advisors and chaperones.
- Measures:
1. Establish 3 to 5 new high school contacts.
 2. PCI program manual developed by January 2004.
 3. Facilitate or sponsor SAT and college preparation workshops.
 4. Hold PCI weekend during February of each year.
 5. Ensure NSBE Jr. Chapters are properly chartered.

6. PCI will participate in at least one competition at Regional Conference.

7. Continuously search for chapter to coach to lead PCI in Regional competitions.

CONTINUOUS EDUCATION & CAREER ACCESS

Career Planning

- Objective: To develop a sound platform for NSBE Rensselaer members to increase their professionalism and launch their careers.
- Goal:
1. Encourage and prepare all members for successful corporate life.
 2. 95% of the general membership will obtain an internship, Co op, or full-time employment.
 3. Encourage membership to continue education through graduate studies.
- Strategies:
1. Hold annual resume and cover letter workshop.
 2. Hold annual NSBE–SHPE Career Fair.
 3. Form closer working relations with campus Career Development Center (CDC), hold a CDC workshop on job search and CDC resources.
 4. Invite Alumni and corporate representatives for informational sessions for the general membership.
 5. Involve membership in interviewing skills workshop.
 6. Provide information on graduate education.
 - a. Hold graduate school fair.
 7. Develop and implement Student/Corporate mentor programs.
 8. Initiate regular plant trips by fall 2003.

9. Invite Professional Development Professionals in for workshops and General Body Meetings.
10. Devote two or more General Body Meetings to Professional Development/Continuing Education/ Career Access.
11. Encourage membership to create Short Term and Long Term Career and Life Goals.

- Measures:
1. Workshops are to be held at the beginning of fall semester before career fair, having 100 percent membership attend at least one workshop.
 2. Career Fair is to be held by mid-October every year.
 3. Have 100 percent of members submit resumes for NSBE/SHPE Career Fair, Regional, and National databases.
 4. Compile and update graduate school requirements and opportunities by middle of fall and spring semesters.
 5. Have 100 percent of members participating in either upper class mentoring of freshman or any member assigned to a corporate mentor by middle of spring 2004.
 6. All workshops and programs are to be evaluated and updated by end of every semester by the Executive board.
 7. Have an annual etiquette dinner for members each spring.
 8. Have at least one workshop on public speaking per semester.

CONTINUOUS EDUCATION & CAREER ACCESS

Engineering Minority Faculty

- Objective: Increase the number of minority faculty in the department of engineering at Rensselaer.
- Goal: To increase the number of minority engineering faculty by at least 100 percent.
- Strategies:
1. Encourage members to speak out about the lack of minority faculty.
 2. Identify and catalog eligible minority graduates on campus and from outside sources.
 3. Develop workshops to promote and encourage students towards a career in education.
 4. Meet with the Rensselaer President and persons in charge of hiring to express concerns.
 5. Become active in university searches for new faculty.
- Measures:
1. Complete catalog of eligible minority faculty by the end of fall 2005 and update every semester.
 2. Compile list of minority Faculty and Administration by February 2004.

ADDITIONAL AREAS

Alumni Involvement

- Objective: Increase the pool of contacts for Technical Professional Membership and Community support
- Goal: Develop a database of African American Technical Professionals to increase membership and corporate contacts.
- Strategy: 1. Alumni extension chair or president to outreach to technical professionals and lead the development of the database.
- Measure: 1. Compile a database of over 100 African American Technical Professional by **December, 2005**.