



SIGMA ZETA

A National Science and Mathematics Honor Society

August 30, 2017

Hello Sigma Zetans and welcome to a new academic year!

The Sigma Zeta National Office is once again open for business after the summer break, and we look forward to working with you. Hopefully your chapters are beginning to meet and make plans for a productive year. All the national officers want to thank the chapter advisors, student officers and members for the hard work you put into making Sigma Zeta a meaningful and successful organization. Our strength is in what happens at the local level within each chapter, and it's important that we share our local successes through chapter reports, postings to our webpage, Sigma Zeta's Facebook page, our email list or in person at the national convention.

There were many highlights in the 2016-2017 academic year, and I want to make special note of the following three:

- We elected our first ever **Student Representative to the Executive Council of national officers**
- **Two new chapters** were added to our Sigma Zeta family, both in Florida – **Gamma Pi and Gamma Rho**
- A record **21 Student Research Awards** were funded, and 10 of these projects were presented at the Convention

At the March 2016 national convention, a **constitutional amendment was passed to add a ninth member, a Student Representative with full voting rights, to the Council**. The other 8 officers are faculty advisors of chapters, and our hope is that adding a student perspective to our year-round correspondence and to our November and March business meetings of the Council will add fresh ideas in our continuous goal of improving our organization. Please welcome **Paige Swan of the Gamma Eta chapter at Marian University as the FIRST EVER Student Representative!** Paige was elected at the March 2017 Convention, and will serve until the March 2018 Convention. She will join the rest of the national officers at the November 4, 2017 officer meeting in Denver.

The November 2016 officer meeting was held in Tampa, Florida, and that location was chosen after discussion about expanding Sigma Zeta to parts of the country that lacked chapters. Prior to that meeting there were no chapters in the state of Florida, despite the presence of many schools that seemed like good fits for Sigma Zeta. A few of the national officers arrived a day early for the meeting and visited several schools in the Tampa area to let them know about our organization. **Our recruiting trips were successful!** On April 6, 2017 **Warner University in St. Wales, FL joined us as the Gamma Pi chapter**, and the next day **Miami Dade College InterAmerican Campus became the Gamma Rho chapter**. Students, faculty and administrators at both campuses were very excited and hope to join us in Missouri at the March 2018 convention. See sigmazeta.org for pictures and more information about their chartering ceremonies.

A major item of business at the November meetings is to discuss the applications for the **Student Research Awards** and to decide which to fund and for what amounts. Because we had not awarded the full amount dedicated to these research awards in past years because of limited number of applications, we had accumulated a large reserve to add to the new dollars that were generated from 2015-2016 memberships. **We had a record number of applications and were thrilled to award a record 21 research projects!** This number is especially impressive when comparing to the number of awards the past three years: 8 in 2015, 6 in 2014 and 9 in 2013. Let's all work to encourage students to apply for the 2017 awards – **deadline to apply is October 21, 2017**. The process is relatively short and painless, as can be seen when looking at the guidelines for applying. With a little help from the faculty research mentor and **closely following the guidelines**, putting together a good application should not take too much time. See our website for details and forms for application.

Sigma Zeta tied the 2013-2014 record of 862 new members, adding **838 new student members and 24 faculty members in 2016-2017, for a total of 862**. Five dollars from each new student membership is used to fund the Student Research Awards mentioned above. We continue to be a growing and thriving organization.

A national undergraduate honor society to encourage and foster scholarly activity and recognize academic scholarship in the natural and computer sciences and mathematics

This will be Sigma Zeta's seventh year to work together on a National Service Project. At the spring 2017 National Convention, the theme of "***Highlighting the impact of science on everyday life***" was selected, and it should be fun to put this theme to work on your campus in whatever creative ways fit best with your chapter, school and community. Please share your activities and projects through the website (sigmazeta.org), through Sigma Zeta on Facebook, and at the spring 2018 convention.

The National Convention in Indianapolis, IN, March 23-25 was hosted by the Gamma Eta chapter of Marian University and led by Steve Dougherty and Joyce Horton, along with a great group of students. Field trips included the Indianapolis Motor Speedway, the Indiana State Museum and the Indianapolis Zoo. Maybe the highlight of the convention, along with the student presentations, was our keynote speaker, Mr. Raul Zavaleta, who inspired all in attendance with his advice to take chances and be creative, which are the hallmarks of his 25-year career in international entrepreneurial enterprises in the biomedical sciences. For more Convention highlights, see sigmazeta.org.

Please see the attachments to this message for details of the **National Officers/Chapter advisors meeting which will be held on November 4, 2017 in Denver, CO**. Colorado was chosen because there are currently no chapters in Colorado, and several schools in the Denver/Colorado Springs area have been identified for recruiting trips by officers. An invitation to this meeting and a registration form are attached to this letter. As mentioned earlier, it is at this meeting that national officers with some advisors will make decisions on student research application funding. I will send out soon a draft of the agenda for this meeting. This fall meeting allows the national officers and advisors within driving distance of the meeting to conduct business that is difficult to accomplish in the midst of all the activities of the spring Convention. We strongly encourage chapter advisors to attend, although currently there are no chapters near Denver, so we welcome ideas for agenda items from everyone, even those who cannot attend.

With the paper and electronic mailings of this letter you will find enclosed/attached information about the Student Research Awards, November Officer/Advisor meeting, the annual forms for reporting new officers and updating advisor information, national office supplies and a printed copy of the instructions to accompany the spreadsheet form for reporting new members (*all of these are also available in electronic form at the website*). I've circled on the enclosed paper copy the instructions to spell out the day of the month (ex. Sixteenth versus 16th) to improve the appearance of the certificates. **ALSO PLEASE DOUBLE CHECK THE SPELLING OF NAMES OF NEW MEMBERS, because the certificates are prepared directly from this spread sheet. Please return your new officers list electronically through the website as soon as possible.** This information is needed to keep communications current. **New chapter officers are encouraged to submit their names to the Sigma Zeta email list using the link on the website. I also encourage all of you receiving the paper mailing of this letter who have not yet gone to the website to add yourself to the Sigma Zeta email list to do this now. It's quick and easy and ensures that you get regular updates and communications from other members.**

The Beta Eta chapter at Evangel University in Springfield, MO will serve as the host for the **spring 2018 National Convention**. The meeting will be held **March 1-3, which is earlier in March than in most years, so plan early to attend**. I know we can count on an exciting convention because our hosts are regular attendees at the National Conventions, usually with several of their students presenting their research. Information regarding the specific details of the meeting will be coming to you from the Beta Eta chapter advisor, Dr. Natasha DeVore, from the national office, and via the website and e-mail list as the year progresses.

The national office here at Our Lady of the Lake University is anxious to help you have a good year. I can be reached by phone at **210-528-7091** or by e-mail at jhall@ollusa.edu. I look forward to working with you again this year!

Sincerely,



Jim Hall
National Executive Director

MEMORANDUM

TO: Chapter Advisors and National Officers of Sigma Zeta

FROM: Jim Hall, Executive Director

SUBJECT: Advisors and National Officers Meeting

DATE: August 30, 2017

Each year the National Officers and some chapter advisors within driving distance of the meeting get together to accomplish work that is difficult to manage in the limited meeting time at the National Convention. One major item is to make decisions on the Student Research Award applications. Last year we awarded a record 21 research awards.

The National Officers encourage chapter advisors to attend. We are especially interested in your input on how the National Office can better serve your chapter. A draft of the agenda will be posted shortly on the website.

1. The meeting will be held **Saturday, November 4, 2017 in Denver, Colorado**. The meeting is scheduled from noon until about 6 pm. Details of meeting room location and parking will be announced soon to those registering to attend.
2. The noon meal and dinner will be paid for with National Funds, as will shared lodging (2 per room) for Saturday night for those advisors specifying the need.
3. National Funds are limited, but we will cover the cost of automobile travel for those advisors attending.
4. **Even if you are unable to attend, we encourage you to submit additional agenda items or to provide comments/input to those items on the draft agenda (coming soon).** Please submit your suggestions to Jim Hall (jhall@lake.ollusa.edu or contact me by phone at 210-528-7091).

Please indicate your plans to attend by either returning the attached registration form or by simply emailing me the information by October 16, 2017.

2017 SIGMA ZETA ADVISORS/NATIONAL OFFICERS MEETING
Denver, Colorado
Saturday, November 4, 2017

REGISTRATION FORM

Please Print or Type all information OR Simply send the information via e-mail (Preferred)

Name _____

Institution _____

Chapter Name _____

Address _____

City, State, Zip _____

Daytime Telephone _____ Cell phone _____

E-Mail _____

Travel

Distance from Denver, CO _____

Means of Travel _____

I am requesting funds that would help cover my automobile travel. _____

Housing

I would like to stay over on November 4. Please arrange housing. _____

Smoking preference _____

I will split the cost to stay in a room by myself _____

I am the Student Representative (individual room covered by Sigma Zeta) _____

Registration Submission Deadline: October 16, 2017 (earlier is, of course, appreciated)

Return to:
Sigma Zeta National
Jim Hall, Executive Director
Our Lady of the Lake University
411 S.W. 24th Street
San Antonio, TX 78207-4689

Questions?

Contact Jim Hall: (210) 528-7091 or by E-mail: jhall@lake.ollusa.edu

SIGMA ZETA STUDENT RESEARCH AWARDS

Sigma Zeta colleagues: At the March 2011 Sigma Zeta National Convention a proposal was approved to begin offering student research awards to help fund undergraduate student research projects and the first awards were presented to students in December 2011. These awards were funded by the increase in membership fee from \$25 to \$35. Below are the guidelines for submission of proposals.

The Application Process:

1. Eligible applicants – must be a current undergraduate Sigma Zeta member
2. Awardees are strongly encouraged to present their research project at the spring 2018 or spring 2019 National Convention, but if this is not possible, presentation at another meeting or within their department is a requirement. The research process is not complete until the results have been shared with others.
3. Application must include:
 - One-page narrative (450 words max.) of the proposed project to include title of project, applicant's and mentor's names and contact information
 - Appropriate references cited
 - Budget of expenses for which funding is requested. Note: travel expenses will not be funded by these awards.
 - Expected timeline of project (not to exceed 12 months)
 - One-page letter of support from the research mentor
4. The application must be submitted electronically to the Sigma Zeta National Office at:
jhall@lake.ollusa.edu
Please note: the narrative, timeline and budget are to be submitted by the student, but the research mentor's letter of support is to be submitted directly from the mentor's email address.
5. Deadline for submission of **all** parts of application: October 21, 2017

Proposal Review Process, Criteria and Timeline of Awards and Reports:

1. A minimum of \$4,000 is available during 2017-2018 for student research awards; remaining funds from a previous year can be added to this total
2. The awards will each range from \$250 to \$500
3. The proposals will be voted on by the National Officers and advisors attending the early November 2017 Officers/Advisors meeting, with up to three at-large advisors to ensure that there is an appropriate representation of all disciplines.
4. Criteria for award decisions (see details at www.sigmazet.org) :
 - Experimental design
 - Quality of writing
 - Literature cited
 - Length, budget, and timeline
 - Strength of letter of support from research mentor
5. Award announcement no later than December 4, 2017
6. Progress report on use of research award to include status of project and future plans if project not yet completed -- must be submitted to Sigma Zeta National Office by March 15, 2017 for discussion at the 2017 National Convention.
7. Final report on research project must be submitted by December 4, 2018.



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NATIONAL OFFICE ITEMS 2017-2018

The National Initiation Fee is a one-time fee of \$35.00 for active, graduate and honorary members. There is no fee for faculty members, although Sigma Zeta welcomes voluntary contributions. This fee does not include a pin or medallion. Remittance must accompany the New Member Report Form. Certificates for new members are normally distributed within two weeks of receipt of the New Member Report Form and remittance, so please plan in advance of your chapter's initiation ceremony.

The following items are available online at www.sigmazeta.org:

- Forms for reporting new members
- Forms for reporting chapter officers and advisors (Submit Annually)
- Guidelines for selecting Honor Award Nominees
- Guideline's for Founders Cup Selection

The following items can be obtained from the National Office free of charge:

- Introducing You to Sigma Zeta Pamphlet
- History and Constitution of Sigma Zeta
- The Sigma Zetan

The following items can be purchased from the National Office and can be viewed under the Store Tab of the website: (Remittance must accompany order)

Letterheads:	\$.05 / Each	Gold Enameled Pin:	\$5.00 / Each
Pencils:	\$.10 / Each	Blue and Silver Pin:	\$5.00 / Each
Drawstring Sackpack	\$15.00 / Each	Graduation Medallion:	\$10.00 / Each
24oz. Water Bottle	\$15.00 / Each	with Gold Ribbon	
16 oz. Tumbler	\$15.00 / Each		

The Annual Chapter Report, due before June 1 of each year, should be sent to the National Executive Director at the address listed below, although via electronic format is preferred as it will be sent to the Publicist, Historian and Webmaster online as well. See www.sigmazeta.org to submit electronically.

The report should include these items:

- Chapter Officers for the current year
- Chapter Officers for the next year
- Chapter Advisors and phone numbers
- Chapter meetings and activities of the year
- Special events of the chapter, including National Convention attendance and presentations

National Office Mailing Address:

Sigma Zeta National
Dr. Jim Hall, Department of Biology
Our Lady of the Lake University
411 S.W. 24th Street
San Antonio, Texas, 78207-4689

Contact:

PH: 210-528-7091
Email: jhall@lake.ollusa.edu

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Please return this form (electronic mailing through www.sigmazeta.org is preferred), listing your officers for the indicated school year. Use school addresses, and notify the National Office of changes.

For _____ academic year

_____ College or University

_____ Chapter

_____ City, State, Zip

Officer Information:

_____ President

_____ E-mail

_____ Vice President

_____ E-mail

_____ Secretary

_____ E-mail

_____ Treasurer

_____ E-mail

Advisor Information:

_____ Faculty Advisor

_____ Address

_____ Field of Expertise

_____ Area Code/Home Phone

_____ School Phone

_____ Fax number

_____ E-mail address

Faculty Sponsor Information:

_____ Faculty Sponsor

_____ E-mail address

_____ Field of Expertise

_____ Area Code/Home Phone

_____ School Phone

Faculty Sponsor Information:

_____ Faculty Sponsor

_____ E-mail address

_____ Field of Expertise

_____ Area Code/Home Phone

_____ School Phone

When sent via electronic format, it is sent to our National Officers:
Dr. James Hall, Our Lady of the Lake University, San Antonio, TX 78207
jhall@lake.ollusa.edu
Dr. Joe Whittaker, Concordia University, Moorhead, MN 56562
jwhittak@cord.edu
Prof. Bernadine Cochran, University of Pikeville, Pikeville, KY 41501
BernadineCochran@upike.edu
Dr. Bob Kistler, Bethel University, St. Paul, MN 55112
kisrob@bethel.edu

