GLACURH OTM Committee Reference Guide

Great Lakes Affiliate | NACURH, Inc.

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Introduction

Welcome to the OTM Committee! This committee is unique, compared to our other regional committees, in that we have a very specific task throughout the year - reading regionally submitted OTM nominations and selecting regional winners to submit to the NACURH level.

What is an OTM?

An OTM - "Of The Month" - is a nomination written by a student, staff or faculty member at a college or university for someone or something outstanding on their campus in the past month. OTMs are submitted to the OTM Database (otms.nrhh.org) and that is also where you will be reading and voting on regional OTMs.

The Importance of OTM Awards

OTMs are often an NRHH chapter's primary way of exercising the recognition value of the organization. When you see someone, a group of people or something (like a program) that deserves recognition, writing an OTM is a great way to start that recognition cycle. You should encourage your chapter and campus community to submit OTM nominations and submit them yourself!

The Role of the OTM Committee

As an OTM Committee member, you play a vital role in the life of an OTM. Once a school selects their campus winners for a specific month, those OTMs are submitted up to the regional level. The OTM Database transforms and you then get to read those OTMs and place your vote for a winner in each category (see further in this guide for a list of categories).

You are only assigned to a handful of OTM categories to read and vote on each month so you do not get overwhelmed with reading all of them. This is coordinated on an individual basis between yourself and the current regional AD of NRHH.

The OTMs that you vote on determine our regional OTM winners and those are then submitted further up to the NACURH level. A NACURH OTM committee (similar to this one) then reads those OTMs and votes to select the NACURH level winners. This process is repeated each month.

Take a look at the next page for the "life cycle" of an OTM...

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The "Life Cycle" Of an OTM

OTM Submitted on Database

(Can be submitted at any point during the month)

⬇️

Local NRHH Chapters cut off a month's nominations & select Campus Winners

(This process is mostly left up to each chapter to decide)

⬇️

Chapters submit Campus Winners to Regional Level

(Must be done by the *10th of the month* for the preceding month's OTMs)

⬇️

Regional OTM Committee votes on OTMs to select Regional Winners

(This is you! - Voting must be completed by the *15th of the month* for the preceding month's OTMs)

⬇️

Regional AD-NRHH submits Regional Winners to NACURH

(This is done by the *17th of the month* for the preceding month's OTMs)

⬇️

NACURH OTM Committee votes to select NACURH winners

(This must be done by the *24th of the month* for the preceding month's OTMs)

OTM Categories

OTM Nominations are grouped into categories and we have winners in each of those categories. Categories all have descriptions, which you should read and follow when judging OTMs. If an OTM does not meet its description or requirements, you should not vote for it and you should also alert the AD-NRHH immediately.

Below are the current OTM categories you need to know:

Advisor: Any individual who directly advises a residence life organization and has made outstanding contributions to the organization(s). The individual may be the main advisor or the graduate advisor. Examples include, but are not limited to: RHA Advisor, NRHH Advisor, Area Council Advisor, Hall Council Advisor, Resident Assistant Advisory Board, Etc.

Community Service Program: A service or philanthropic program that benefits a group, charity, or other organization. The program should focus on the importance of the residents giving back to the communities in which they live. Examples include, but are not limited to: drives, fundraisers, etc.

Diversity Program: A program that promotes and educates about diversity and understanding. This program illustrates the importance of promoting diversity in the residence halls as well as embracing diversity in the everyday lives of the residents.

Educational Program: A program meant to educate residents about a topic, issue or idea. Programs nominated in this category can include, but are not limited to programming focused on academic success, learning a new skill, promoting global citizenship, etc.

Executive Board Member: This category recognizes the outstanding contributions of an Executive Board member of a member school's residence life organization and the work of the board member within the Executive Board and across residence halls on their campus. Examples include, but are not limited to: Executive Board Members or Chair Positions in RHA, NRHH, Etc.

First Year Student: This category includes student first year students (freshman, transfer student, non-traditional, etc) who excels in adapting to a new environment within their residence hall, takes an active role in their community, and positively impacts those around them. The nominee must be in their first year at their current institution. Submissions in this category may emphasize academics, leadership, involvement, and contributions to community, floor, hall, residence life organizations, etc. Individuals that would be eligible for any other category are ineligible for this OTM.

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OTM Categories cont'd

Institution Faculty/Staff: This category includes individuals outside of residence life who aid students in their academics and/or personal affairs. This category is intended to recognize institutional faculty who have made a contribution to the residence life community both in and out of the classroom. Examples include, but are not limited to: Professors, Instructors, Teaching Assistants, Counselors, Other Academic Affairs Staff, Custodial/Maintenance Staff/ Public Safety Officers, Dining Service Staff, Health Services, Etc.

Organization: Any organization that has actively contributed to the student leadership, recognition, or other aspects of residence life during the month of nomination. Emphasis should be placed on the successes of the organization as a whole, not just a few members and should detail how they have helped the campus in general and the residence life community. Examples include, but are not limited to: Hall Councils, Executive Boards, Advisory Councils, Community Activities, Leadership Involvement, NRHH Chapters, etc... and Organizations Outside of Residential Life that positively impact resident students.

Passive Program: Any program that does not require anyone to actively run it for people to participate in it. This category is intended to recognize residential programming that occurs through bulletin boards, newsletters, pamphlets, etc.

Residence Life Faculty/Staff: This category includes individuals who aid residents within the housing campus community. This category is intended to recognize the Residence Life Faculty/Staff who are not eligible for the Resident Assistant category and who have made contributions to the residence life community in the month of nomination. Examples include, but are not limited to: Hall Directors, Graduate Assistants in Residence Life, Directors of Residential Life, Area Coordinators, Residential Life Office Secretaries, Etc.

Resident Assistant: Any individual within a residence hall student staff who has worked with/impacted residents on their floor or in their hall. Nominees should have gone above and beyond the duties as outlined in their job description to support residents in the communities in which they work as well as residence life organizations, and/or made outstanding contributions to the hall in which they work during the month of nomination. The OTM should focus on the nominee's accomplishments within the RA role, but may also include other roles or responsibilities taken on during the month of nomination. Examples include, but are not limited to: Resident Assistant, Community Assistants, Senior Resident Assistants or any other positions equivalent to the RA position.

OTM Categories cont'd

Residential Community: This category includes any residential community, such as wings, halls, floor, complexes, etc. This award should emphasize what this community has done and how it has supported others (both within and outside their community). The community being recognized must not be an official campus organization. The submissions should illustrate what brings a group of individuals together and how they worked as a group to accomplish their goals during the month of nomination. Communities that would be eligible for nomination in any other category are ineligible for nomination in the Community category.

Social Program: Any social program that focuses on resident interaction and their ability to meet new people and socialize. Programs in this category can range from being a floor social program to a campus wide program.

Spotlight: This category includes anything that does not fall under any of the other categories that you feel is worthy of recognition. Individuals or groups that would be eligible for nomination in any other category are ineligible for nomination in the Spotlight category.

Student: This category includes any individual enrolled as a student at the institution who has made outstanding contributions to the residence halls during the month of nomination. Nominees could include, but are not limited to students who have made a contribution to their floor, hall, residence life organization, etc. through leadership, motivation, programming, volunteering and/or being a role model for other residents during the month of nomination. This OTM may address several areas of student life, such as academics, leadership, involvement etc... Also of importance is how the nominee has balanced their roles as a leader and a student and the display of good academic choices. Advisors, executive board members, first year students and anyone that can be classified as being in the resident assistant category are not eligible for an award in this category.

As you can see, we have quite a few categories of OTMs to choose from! It is important that you are familiar with the category descriptions for those that you are voting on each month to be able to select the best nomination.

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Policy Expectations

The following are requirements laid out in GLACURH and/or NACURH policy that must be met by this committee:

Eligibility
Regional board members and NACURH executive members may not be authors or recipients of any OTM nomination.

Regional Timeline
All OTM submissions to the regional level must occur by the 10th of the month for the preceding month's OTMs. Voting will open on the 11th and you will receive an email from the AD-NRHH at that time with instructions.

Judging/Voting
The committee shall vote on all regional OTMs by the 15th of the month. You should vote promptly after voting has opened and after receiving instructions from the AD-NRHH.

NACURH Timeline
All OTM submissions to the NACURH level must occur by the 17th of the month for the preceding month's OTMs.

OTM Descriptions
An OTM shall not be declared a winner if it does not meet the requirements or fit the description for the category it is in. If the committee still votes for that OTM and it is the winner, the AD-NRHH has the right to overrule that selection as necessary.

Bias (Not Voting)
You are not permitted to vote in categories where you are a) the author of an OTM, b) the nominee/recipient of an OTM or c) bias towards an OTM. You are expected to remain honest and make the decision to not vote in order to remain fair to all involved.

Tie-Breaking
In the event of a tie, the AD-NRHH shall cast the deciding vote and determine the regional winner.

Committee Membership
Members of the OTM committee must be from a member school in good standing with GLACURH and must be members of a NRHH chapter. There is no limit to the number of members the committee may have.

How to Vote on OTMs

1) Log In to the OTM website at http://otms.nrhh.org with the account you gave to the AD-NRHH and use for the committee.

2) On the first page during the voting period (11th-15th of the month), you will see all of the OTMs submitted in your assigned categories.

(Note: You are not assigned to all categories in order to keep the workload as minimal as possible. You may change categories at any time by emailing the AD-NRHH.)

3) Go through each OTM available to you by reading the submissions entirely. You may want to take notes or write down key points to that make each nomination a good option to be the regional winner.

4) After reading all OTMs in a category, determine which OTM is best suited to be the regional winner based on the judging criteria (seen later in this guide) and click the "SUBMIT REG" bubble next to that OTM and then click submit.

5) Repeat the process for all the OTMs in your assigned categories.

(Reminder: Do not vote in categories where your host insitution has submitted an OTM to remove bias. If it becomes a frequent issue where you cannot vote in a category because your school is always a contender, please contact the AD-NRHH to consider switching categories.)

How to Judge an OTM

While many decisions made by you as a committee member will be subjective and up to your discretion, there are some key points you should keep in mind when reading and voting on OTMs. Please use the following rubric as a guide when reading OTMs - especially when debating between two or more high quality nominations.

Month-Specific
Is the OTM written about specific things the nominee did during the month you are voting for?

(Example: An OTM written for December should only talk about what was done in December and not what was done throughout the entire semester.)

Above and Beyond
How did the nominee go above and beyond normal expectations? This can apply to people and programs. What puts this nominee above others in their same area?

(Example: An OTM about a Resident Assistant should talk about more than just fulfilling the standard job expectations.)

Organization & Presentation
Is the OTM written in a way that makes sense? Is it easy to follow the nomination through a logical sequence?

(Example: While OTMs do not necessarily have to be as detailed as a bid, they should still provide enough detail to make a point and provide it in an organized way that makes sense.)

Grammar & Spelling
Does the OTM contain little to no errors in grammar and/or spelling?

(Example: We don't want to be hyper-critical of grammar but we should look for nominations that have been proofread and written with care.)

By using these basic points as a guide, you should be able to determine which OTM nomination is the best and vote accordingly. If you have questions or struggle with a specific set of OTMs, you should reach out to the AD-NRHH and/or the rest of the committee.

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Got Questions?

Please contact:

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For additional resources:

http://glacurh.net/