



SIGMAA Reviews

The Strategic Planning Work Group on SIGMAAs report presented to the Board of Governors at JMM 2012 contained the recommendation that all SIGMAAs be periodically reviewed on a four-year cycle. This pages outlines procedures and criteria used by the Committee on SIGMAAs to complete these reviews.

Rotation

Each SIGMAA is reviewed once every four years as noted below:

2024, 2028, 2032...	IBL, RUME, BIG, POM, REC
2025, 2029, 2033...	QL, TAHSM, HOM, MKT
2026, 2030, 2034...	ARTS, MCST, BIO, SPORTS
2023, 2027, 2031...	WEB, EM, SDS-ED, UR

Evaluation Items

Each SIGMAA is evaluated on the following criteria:

- 1. Compliance with SIGMAA Requirements:** The following items were listed as action items for SIGMAAs at the time of the founding of the SIGMAA program and are considered minimal requirements for a viable SIGMAA. Each SIGMAA will be reviewed on these items from the previous 4 years based on documentation provided by MAA Staff.
 - a. Active listserv or active communication with members
 - b. Active (and usable) website
 - c. Annual report submitted (on time)
 - d. Completion of elections
 - e. Up-to-date charter [[template available here](#)]
 - f. Sufficient membership levels
 - g. Attendance at SIGMAA Officer meeting
- 2. Events and Activities:** SIGMAA activities, whether for SIGMAA members, MAA members or the outside population, add value to the MAA and help support its mission. Each SIG will have its roster of activities (sessions at meetings, business meetings, receptions, awards, conferences, contests, etc.) reviewed based on documentation in the SIGMAA's annual reports.
- 3. Opinions:** Opinion surveys will be given to the membership of each SIGMAA as well as the officers.
- 4. Leadership Stream:** Each SIGMAA is expected to have procedures for and demonstrated ability to generate new and effective leadership, such as (but not limited to) a functioning nominating committee.

Reports and Recommendations

Members of the Committee on SIGMAAs will write an evaluation report, to be approved by the Committee on SIGMAAS and forwarded to the Council on Members and Communities and the MAA Executive Committee in May of the reviewing year. Each report will address the following items for the SIGMAA:

1. Completion of required items
2. Value provided to their members and the MAA
3. Effectiveness of SIGMAA communication with the MAA
4. Outreach to the larger MAA community and beyond
5. Kudos and recommendations for improvement
6. Recommendation of review status for the SIGMAA, to be selected from:
 - a. Continuation
 - b. Probation: This indicates a significant lack of value for the SIGMAA members or problems with the SIGMAA's working relationship with the MAA. A SIGMAA under probation will develop an Action Plan in cooperation with the Committee on SIGMAAs, and the SIGMAA will be re-evaluated by the Committee on SIGMAAS in one year's time based on the Action Plan
 - c. Dissolution: Ordinarily, dissolution would be recommended only following the unsuccessful resolution of Action Plan items while under Probation. It is expected that this will be a rare event.

Timeline

October 15	Annual reports due. These can be provided by request to SIGMAA officers and will be provided to members of the Committee on SIGMAAs for review.
October 15	MAA Communities Team (communities@maa.org) will contact officers of SIGMAA under review to see if they want to have any SIGMAA-specific questions included in the member survey. The Communities Coordinator will post the survey to the web and send a message out to the SIGMAA members. SIGMAA officers should help remind their members to complete the survey.
November 1	SIGMAA members survey opens
November 15	SIGMAA members survey closes
November 15 – February 1	Committee on SIGMAA review teams read and process SIGMAA documentation and survey results.
January-February	Committee on SIGMAA review teams will interview SIGMAA officers in person or remotely with any initial questions for the SIGMAA. If possible, the review teams will share early thoughts on the review or share a draft of the report with SIGMAA officers.
March	Committee on SIGMAA review teams submit the final report to the full Committee and to SIGMAA officers for review and comment.
May	Committee on SIGMAA sends final reports, with revisions as necessary, to the Council on Communities and the MAA Executive Committee