

COLLEGIATE FACULTY AND STAFF AWARDS COMMITTEE

MEETING ON MARCH 4th, 2016

STARTING AT 10:30a.m.

AL 3101A

MINUTES

Members of the committee present: Dandeneau, Dodson, Jacobs, Lucko, Smetana and Park

The meeting minutes include a “summary” of discussion and action taken related to each agenda item.

1. Faculty Award

Summary:

- Dates were changed from the previous year. New application due date: 4/8/2016.
- Changes in the wording of the previous document: Request for 7 copies of all application materials be submitted by the applicant (1 for each committee member plus the dean). Change in wording from “finalists” to “applicants.” Addition of presentation date: 4/15/2016 and addition of time restriction on the presentations (30 minutes).

2. Outstanding Staff Support Award

Summary:

- Change in due date: 4/8/16
- Change in request for 7 copies of materials (committee members plus the dean) and removal of submissions by mail or electronic copy.

Ms. Dandeneau stated she would reserve the room, create the box for submissions materials and ask Missy to have someone for KATE available for technology support during presentations.

Ms. Dandeneau also stated that a \$1000 graduate student award was approved by the dean. It was suggested to meet in the fall semester 2016 to develop the criteria for the award and that applications would be taken in 2017.

Dr. Park stated she would collect all of the materials and disseminate them to the committee members.

There was additional discussion regarding the “forum” nature of the presentations. It was recommended that it be made clear that “all” faculty are welcome to attend the presentations.