

Academic Awards Committee Meeting Minutes
November 5, 2015

Attendance: Zac Dormire, Chair; Joy Stapleton, Vice Chair; Pamela Reis; Carol Goodwillie; Shirley Maie; Sergiy Vilkomir; Melissa Parsons; Dorothy Muller; David Hursch; Kathy Verbanac

Update on award submissions

- Dr. Muller reported the OFE has preferred submissions via flashdrive so far. All submissions have been turned in and posted to the Bb class for subcommittees. 12 submissions were made via hard copy and required scanning.

Discussion of requiring electronic submissions via internet only

- Instructions for creating and posting submissions must be detailed and carefully written.
- Submissions may be messy and appearance of the material is part of the submission, must include in instructions.
- Will check with ITCS and Matt Long for possible solutions/ creations we can use.

Report of each subcommittee

- All committees are on schedule and have met or will be meeting soon.
- None reported specific language to change in their particular award.

New instructions for submission criteria

- Committee decided to add wording to the eligibility portion of each award. Using the Scholarship of Engagement award, the wording should read:

Eligibility for Award:

Full time faculty members in all colleges and schools, who are not nominees for any other University Academic Awards, are eligible to be nominated or to self-nominate for the award. There is one award given annually.

Criteria for Award The faculty member receiving this award will provide:

1. Evidence that the SOE positively impacted the community(ies).
2. Evidence of sustained and equal relationships with the community(ies) for the purpose of scholarship.
3. Evidence of a relationship between SOE, ECU Tomorrow, and department/unit goals.
4. Evidence of leadership in SOE.
5. Products related to the dissemination of SOE in juried presentations, publications, and in appropriate and accessible public venues.

- It was also noted some awards needed additional wording in the due dates for materials. For example, "Nomination letters, directly from the individual candidate or any collegial representative of the candidate's field of work, must be received in the Office for Faculty Excellence no later than September 15 of each year or the next business day if the 15th falls on a weekend."

Adjourned 2:50