COMMITTEE: Academic Awards Committee

MEETING DATE: October 6, 2016

PERSON PRESIDING: David Hursh

REGULAR MEMBERS IN ATTENDANCE: Jeff Coghill, Angela Dresselhaus, Shouquan Huo, Pamela Reis, Sergiy Vilkomir

EX-OFFICIO MEMBERS IN ATTENDANCE: Carol Goodwillie, Dorothy Muller, Kathryn Verbanac, Sophia Armstrong (student representative)

OTHERS IN ATTENDANCE: Lori Lee

Meeting called to order at 3:05 p.m. by David Hursh, Acting Committee Chair.

ACTIONS OF MEETING

Agenda Item: General Announcements and Opening Business:

Discussion:
(1) New member Angela Dresselhaus was introduced and welcomed.

(2) Two members who were appointed to the Academic Awards Committee (Michael Catalano and Mahvish Muzaffar) have standing commitments on the first Thursday afternoon 2-3:00 p.m. meeting time that prohibits their face-to-face attendance at meetings. The committee discussed whether or not to retain the members and engage them in subcommittee work or to seek replacements by individuals who are able to attend the parent meetings in person. D. Hursh made a motion to retain the committee members in spite of the time conflict. S. Vilkomer seconded the motion.

Action Taken: Vote was unanimous to retain M. Catalano and M. Muzaffar as committee members.

Assigned additional duties to: D. Hursh will communicate with M. Catalano and M. Muzaffar to inform them of their specific responsibilities for committee work.

Agenda Item: Approval of Minutes

Discussion: G. Goodwillie made a motion to approve the September 1, 2016 minutes as circulated. J. Coghill seconded the motion. There was no further discussion.

Action Taken: Minutes approved unanimously.

Agenda Item: Vote for New Committee Chair and Vice-Chair

Discussion:
(1) Y. Kim was voted in absentia as Chair at the September committee meeting and D. Hursh was voted Vice-Chair. The Committee later discovered that Y. Kim is no longer faculty at ECU. D. Hursh stated that he
is willing to serve as Chair. P. Reis made a motion to nominate D. Hursh as Chair; J. Coghill seconded the motion. There were no other nominations from the committee.

(2) D. Hursh was elected to serve as Vice-Chair at the September meeting. D. Hursh made a motion to nominate A. Dresselhaus as Vice-Chair. P. Reis seconded the motion. There were no other nominations from the committee.

**Action Taken:** Committee vote for both D. Hursh as Chair and A. Dresselhaus as Vice-Chair was unanimous.

**Assigned additional duties to:** D. Hursh—he will orient A. Dresselhaus to her role as a new committee member and Vice-Chair.

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**Agenda Item: Awards Subcommittee Roster and List of Nominees**

**Discussion:**

(1) D. Muller presented an updated copy of the subcommittee roster. See the attachment provided with the minutes (for committee members). She is awaiting responses to her request for subcommittee members from the Provost, Faculty Senate Chair, VC Health Sciences, Alumni Affairs, and Continuing Studies. The Academic Awards Committee student representative may serve as the Student Government representative.

(2) D. Muller provided a list of all awards nominees. The number of nominees are as follows:

University Alumni Award and Robert L. Jones Award for Outstanding Teaching = 22  
BOG Distinguished Professor in Teaching = 11  
BOG Excellence in Teaching = 8  
Scholarship of Engagement = 5  
Lifetime Achievement Award = 5  
5 Year Achievement Research/Creative Activity = 12  
Max Ray Joyner Award for Excellence in Distance Education = 13

(3) It was noted that there is a discrepancy in the award guidance re: the number of awardees that can be selected for the Lifetime Achievement Research/Creativity Award.

**Action Taken:** See below.

**Assigned additional duties to:**

(1) All committee members - D. Muller asked that committee members verify the ratio of nominees: unit/department in the awards guidance to ensure compliance. In addition, all committee members should review the guidance at the Academic Awards Committee SharePoint site. A copy is in the AA Awards Committee SharePoint site.

(2) L. Lee will verify the number of awardees that can be selected for the Lifetime Achievement Research/Creativity Award.

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**Agenda Item: Blackboard Sites for Portfolio Submission and Subcommittee Work**

(1) D. Muller demonstrated one of the 6 separate Blackboard sites created for each individual award. All committee members have instructor status in Blackboard that allows editing and uploading of additional
content (for example, rubrics and checklists). Nominees will submit their portfolios via the Assignments links in the Blackboard site corresponding to their award. A private section labeled “Committee Work” is available to committee members only. The names of subcommittee members will not be visible to nominees when they access Blackboard.

(2) The portfolios will have to be downloaded from the Assignments links and uploaded into folders in Blackboard. The subcommittee chairs will take the lead in accomplishing this task.

(3) The option of providing YouTube access for finalist videos was discussed. Mediasite may also be considered as an option for finalist videos.

Action Taken: N/A

Assigned additional duties to: All committee members – access the Blackboard sites to review portfolios. See the timeline in the next section of the minutes.

Agenda Item: Timeline for Subcommittee Meetings and Candidate Selection

Discussion: See below.

(1) General Timeline (all awards)

<table>
<thead>
<tr>
<th>Month</th>
<th>Activity</th>
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<tbody>
<tr>
<td>October</td>
<td>Subcommittee chairs will work with members to schedule meetings. All members should review the proposed awards guidance and the Chair should take the lead in creating a checklist and rubric for evaluating and scoring the portfolios with the subcommittee members. The checklists and rubrics should mirror the award guidance.</td>
</tr>
<tr>
<td>November 1st</td>
<td>Portfolios for all awards are due – uploaded in Blackboard.</td>
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<tr>
<td>On or about November 4th</td>
<td>Subcommittee members will access the portfolios via Blackboard and begin the process of reviewing and evaluating the portfolios and selecting final selections and finalists.</td>
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<tr>
<td>November - January</td>
<td>Subcommittees meet to discuss the portfolios and select finalists and final selections. *Lifetime and 5 Year Award final selection is due in December. *BOG Distinguished Professor final selection is due in mid-January *BOG Excellence in teaching finalists (2 selected) due in early January – the Chancellor will forward the name of one finalist to the BOG.</td>
</tr>
<tr>
<td>January 15th</td>
<td>Finalists for all awards selected (other than the ones that require earlier selection as noted above).</td>
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(2) Awards Ceremonies

February 2017: 5 Year Achievement University Research/Creative Activity Award and Scholarship of Engagement

March 2017: Service Awards (Academic Awards Committee not involved in selection)

April 2017: BOG Distinguished Professor, BOG Excellence in Teaching, University Alumni and Robert L. Jones, Max Ray Joyner Award for Outstanding Teaching in Distance Education

Action Taken: N/A
Assigned additional duties to: (1) Subcommittee chairs: schedule meetings, work with members to create checklists and rubrics, assign portfolios, report subcommittee progress at the Academic Awards Committee monthly meetings.

**Agenda Item: BOG Awards – Disclaimer**

**Discussion:** D. Muller reported that although the ECU AA Award Committee has the authority to develop specific guidance for BOG award applicants, the UNC General Administration/BOG may require additional information in addition to what is required by the University that may be different from year to year.

**Action Taken:** P. Reis suggested that the following statement be included with the BOG awards guidance:

*Please note that the Academic Awards Committee may request Board of Governors applicants to submit additional materials not stated in the ECU awards guidance. Receipt of such materials is required to be in compliance with current Board of Governors and UNC General Administration policies and procedures for the awards.*

Assigned additional duties to: All committee members

**Agenda Item: 2016-2017 Committee Goals**

**Discussion:** Two goals were discussed and agreed upon by members:

1. The Committee will evaluate the electronic submission process and make recommendations for future submission cycles.
2. The Committee will evaluate the Awards ceremony structure and make recommendations as necessary for future ceremonies.

Meeting adjourned at 3:18 p.m.

**NEXT MEETING:** Thursday, December 1, 2016 at 2:00 p.m. in 142 Rawl Annex (no meeting in November to allow time for subcommittee work)

**ITEMS TO BE DISCUSSED:**

(1) Approval of minutes
(2) Mechanisms to provide feedback to candidates not selected for awards
(3) Recommendations for revisions to award checklists

**ATTACHMENT: ACADEMIC AWARDS COMMITTEE SUBCOMMITTEE ASSIGNMENTS**

A list of all subcommittee members is provided. There are TBD appointments for representatives from the Provost, Faculty Senate Chair, VC Health Sciences, Alumni Affairs, and Continuing Studies.