Meeting called to order at 2:04 p.m. by David Hursh, Committee Chair.

**ACTIONS OF MEETING**

**Agenda Item: Approval of Minutes**

**Discussion:** There was a motion to approve the October 6, 2016 minutes as circulated. The minutes were approved unanimously. There was no further discussion. The Committee did not meet in November.

**Action Taken:** Minutes approved.

**Assigned additional duties to:** L. Lee to post the approved minutes on the Academic Awards website.

**Agenda Item: Updates on Committee Membership**

**Discussion:** Mahvish Muzaffar declined appointment to the Academic Awards Committee. Allison Crowe was appointed to serve in her place.

The 2017 meeting time/date will remain the same – first Thursday of the month from 2:00-3:00 p.m.

Subcommittee assignments were adjusted to replace M. Muzaffar. D. Muller moved to the Excellence in Research/Creative Activity subcommittee and A. Crowe will serve on the University Alumni and Robert L. Jones subcommittee.

**Action Taken:**
See the attached updated roster.

**Assigned additional duties to:** As noted above
**Agenda Item: Updates from Dorothy Muller**

**Discussion:** D. Muller reported that some candidates had difficulty submitting a single pdf document as their portfolio. The OFE assisted them as needed. The Committee was instructed to contact D. Muller if items are missing from the portfolio before moving to disqualify candidates or counting the missing items against them in their evaluation. The Committee was reminded not to delete items from Blackboard or make changes in any of the settings.

**Agenda Item: Committee Timelines and Progress Reports**

**BOG Distinguished Professor for Teaching:** The subcommittee will meet on 12/1. Finalists will be selected by the end of January, 2017.

**BOG Excellence in Teaching:** The subcommittee will meet on 12/2. Finalists will be selected.

**University Alumni Award:** The subcommittee met – finalists will be selected before the end of the fall semester and the subcommittee will meet in January to select the winner.

**Robert L. Jones Award for Outstanding Teaching:** The subcommittee met – finalists will be selected before the end of the fall semester and the subcommittee will meet in January to select the winner.

**Max Ray Joyner Award for Outstanding Teaching in Distance Education:** The subcommittee will meet on 1/4/17 to select finalists. Finalists will submit their videos by mid-February and the subcommittee will select the winner by the end of February.

**ECU Awards for Excellence in Research/ Creative Activity:** The subcommittee has met 2 times. Two (2) finalists were selected for the Lifetime award and six (6) were selected for the 5 year award. The subcommittee will meet again in one week to select the winners.

**Scholarship of Engagement:** The subcommittee met and selected a winner.

**Action Taken:** As noted.

**Assigned additional duties to:** Subcommittee work will continue as noted above.

**Agenda Item: Mechanisms to Provide Feedback to Candidates Not Selected For Awards**

**Discussion:** There was discussion about how to best provide feedback to candidates that were not selected as finalists or winners.

**Action Taken:** There was consensus that each subcommittee will identify general observations that resulted in non-selection of candidates, and that the chairs will notify D. Muller of the general observations so that she can provide general feedback to candidates who request feedback about their portfolios.

**Assigned additional duties to:** Subcommittee Chairs: report general observations that resulted in non-selection of candidates to D. Muller.
**Agenda Item: Deadline for Revisions to Award Checklists**

**Discussion:** There was discussion about revisiting the award guidelines for each award to be sure the instructions are clear and consistent with the evaluation criteria. The revision to the Board of Governors Awards (adding the disclaimer that additional information may be required of candidates as necessary to comply with UNC General Administration requirements) was approved during the 2015-2016 academic year.

**Action Taken:** Subcommittee members will review the existing award guidelines to determine if the instructions need clarification or further explanation. Revisions must be submitted to the Faculty Senate no later than March 2017 to be approved for the 2017-2018 academic year.

**Assigned additional duties to:** C. Goodwillie will review the guidelines for the Alumni/Robert L. Jones Award, the Board of Governors Excellence in Teaching and Distinguished Professor Awards, and the Max Ray Joyner Excellence in DE Award guidelines to identify areas in which the language in the guidance can be made consistent. Subcommittee members and chairs will also review the guidelines and present recommendations for revisions to the Academic Awards Committee at the February meeting.

**Agenda Item: Introduction of New Member**

**Discussion:** D. Hursh welcomed Allison Crowe to the Academic Awards Committee.

**Action Taken:** N/A

**Assigned additional duties to:** N/A

**Meeting adjourned at 3:15 p.m.**

**NEXT MEETING:** February 2, 2017 in 142 Rawl Annex (no meeting in January to allow time for subcommittee work)

**ITEMS TO BE DISCUSSED:**

1. Approval of minutes
2. Subcommittee reports re: candidate selections
3. Recommendations for revision of award guidelines