Present: Zac Domire, David Hursch, Joy Stapleton, Carol Goodwillie, Lori Lee, Younhee Kim, Shirley Mai, Dorothy Muller, Melissa Parsons, Pamela Reis.

Motion to approve both October 2015 and November 2015 meeting minutes: David, Carol seconded

Updates from Awarding Subcommittees:
BOG Excellence: chose winners top two choices were sent to Chancellor who approved and sent to GA. Concerns about files and the condition they were in. Edit checklist to improve this situation.

BOG Distinguished: 6 winners for award before Christmas. Discussion about a winner who is leaving ECU in March. Is he still eligible to win the award? Dorothy will ask GA because we have already sent the names forward. David moved: Eligibility for selection states that full time faculty member teaching in the academic year, the person meets the requirement for the award. Dorothy seconded. Motion approved.

Alumni: waiting for videos to come in. 27 complete portfolios, 10 finalists. Will meet before spring break.

Max Ray Joyner: met in December - 13 nominees, 4 finalists, videos due 15th so decision can be made by March 1.

Scholarship of Engagement Award: 5 nominees….1 winner selected.

Research award: 5 year: before Christmas 2 winners and lifetime: 1 winner

Old Business:
Revisions of award criteria:
Voted on the blurb to put into the nominee directions to read: Faculty members are eligible to accept only one nomination for a university teaching award (Board of Governors Award for Excellence in Teaching, Board of Governors Distinguished Professor for Teaching Awards, Max Ray Joyner Award for Outstanding Teaching in Distance Education and East Carolina Alumni Association Outstanding Teaching Award and Robert L. Jones Teaching Award) in a given year.

This option was to limit people to submitting one per person.

BOG excellence awards….put blurb in II between 1 and 2. Dorothy offered an amendment where a word was repeated.

BOG distinguished..all awards should have a list of materials for each award. Sometimes we can't tell why people submit the documents they submitted.

Max Ray Joyner: After 3 in selection procedures. It would be 4.

Alumni: Replace statement 2 about other awards.

If submission date falls on weekend…already in the packets. Need to add that wording also on the nomination statement. If November first falls on a weekend, nomination is due on the next business day. Nominations must be received by September 15. If September 15 falls on weekend…..
Remove "beginning fall 2015" in all of the documents.

Motion to approve these changes: Joy seconded by Carol

Report on April 2016 University Awards Day
Following a report from Dorothy Muller on the plans for this year’s University Awards Day, Carol moved to put forward a statement of concern. The Academic Awards Committee has broad concerns about diminishing acknowledgement of teaching. For this year since correspondence stated that nominees will be recognized, we ask that nominees and finalists be recognized. We would also like to talk with a representative of this committee to find out more about the future of the Teaching Awards Ceremony. David seconded.

It was noted that Dorothy, as Provost Ron Mitchelson’s representative on the committee, would discuss the committee’s concerns with him. Lori also offered to share this information with John Stiller, Chair of the Faculty in case he thought it would be helpful to share the committee’s concerns with the Chancellor during his next one-on-one monthly meeting.

Items tabled until March 3rd Meeting
Discussion on additional revisions to awarding procedures was tabled until the March meeting, including:

- Construction of the portfolios, including an itemized list of materials and the presence of a contents page for all awards.

- Decide best submission format – one single pdf file for each submission and going purely with electronic submissions with a common subject line. If so, it was noted that the various awarding procedures needed to be consistent and stated clearly the same in all. In some awards, the electronic submission is mentioned twice.

- Use of Blackboard to collect, review and evaluate submission materials.