Meeting called to order at 2:08 p.m. by John Stiller, Chair of the Faculty, acting on behalf of the TBD Academic Awards Committee Chair. Members introduced each other; new members welcomed.

**ACTIONS OF MEETING**

**Agenda Item:** General Announcements and Opening Business

**Discussion:** (J. Stiller): (1) 3 separate award ceremonies will take place during academic year 2016-2017: Research Awards (February 2017), Service Awards (March 2017), Teaching Awards (April 2017).
(2) Responsibility of Academic Awards (AA) Committee for the 3 ceremonies: Research Awards (Lifetime and 5 Year Achievement Awards/Research and Creative Activity, Scholarship of Engagement Award); Service Awards (none); Teaching Awards (BOG Excellence in Teaching, BOG Distinguished Professor, Max Joyner Award, and University Alumni Association Teaching Award).
(3) The AA Committee Charge was reviewed.
(4) Subcommittee membership was discussed.

**Action Taken:** Subcommittee assignments made; see the table on the last page.

Assigned additional duties to: (1) Subcommittee chairpersons (see table) should prepare a checklist based on the published guidance for each award to be used in the review of nominee portfolios. Checklists should be prepared prior to the October Academic Awards Committee Meeting.
(2) D. Muller will inquire about and confirm AA committee representation for the Chancellor, Provost, Faculty Senate Chair, VC Health Sciences, Student Government, Alumni Affairs, and Continuing Studies.

**Agenda Item:** Selection of Academic Awards Committee Chair, Vice-Chair, and Secretary

**Discussion:** P. Reis nominated D. Hursh for Chair (nomination declined); a motion was made by P. Reis to nominate Younhee Kim as the 2016-2017 in absentia; motioned seconded by C. Goodwillie, vote was unanimous in support of the nomination. D. Hursh accepted nomination by C. Goodwillie, seconded by P. Reis, to serve as Vice-Chair, vote unanimous in support of nomination. D. Hursh nominated P. Reis as secretary, seconded by C. Goodwillie, vote unanimous in support of nomination of P. Reis as secretary. Sophia Armstrong volunteered to continue to attend meetings since R. Beeson’s schedule conflicts with meeting dates.
Action Taken: Y. Kim selected as the 2016-2017 Academic Awards Committee Chair pending her acceptance of the nomination, D. Hursh selected as Vice Chair, and P. Reis selected as Secretary. The Committee approved S. Armstrong’s continued participation as student member.

Assigned additional duties to: D. Hursh will contact Y. Kim to ask if she is willing to serve as Chair.

Agenda Item: Proposed Revisions to Selection Procedures

Discussion: A draft copy of proposed revisions to the selection procedures for the Annual Lifetime and 5-Year Achievement University Research/Creative Activity Awards, ECU Alumni Association Outstanding Teaching Award and Robert L. Jones Teaching Award, University Scholarship of Engagement Award, Max Ray Joyner Award for Outstanding Teaching In Distance Education, Board of Governors Distinguished Professor for Teaching Award, and Board of Governors Award for Excellence in Teaching Award was distributed to Committee members. A copy is in the AA Awards Committee SharePoint site: [https://collab.ecu.edu/sites/facultysenate/aac/SitePages/Home.aspx?RootFolder=%2Fsites%2Ffacultysenate%2FShared%20Documents%2FVarious%20Award%20Procedures&FolderCTID=0x0120002FC0CE8C1B2C614AB368DB92A67A4992&View=0C2D23B7-45FC-434B-B330-5F1791051008](https://collab.ecu.edu/sites/facultysenate/aac/SitePages/Home.aspx?RootFolder=%2Fsites%2Ffacultysenate%2FShared%20Documents%2FVarious%20Award%20Procedures&FolderCTID=0x0120002FC0CE8C1B2C614AB368DB92A67A4992&View=0C2D23B7-45FC-434B-B330-5F1791051008)

Action Taken: None.

Assigned additional duties to: All Committee members will review the proposed revisions for discussion and approval at the October AA Committee meeting.

Agenda Item: Subcommittee Procedures for Reviewing Portfolios

Discussion:
(1) The proposed revisions in the guidance for each award state that only electronic submission of portfolios will be accepted, however this revision has not yet been approved by the Faculty Senate and therefore non-electronic submissions will be accepted pending approval of the revisions.
(2) Deadline for submission of nominees is 9/15/16 and portfolios are due on 11/1/16.
(3) There was consensus that Blackboard (Bb) will be used again for storing and accessing the portfolios.
(4) There was consensus that using a checklist based on the published guidance for each award is helpful in reviewing and scoring portfolios.
(5) A separate Bb site will be created for each award and each subcommittee member will have access that will allow uploading of content.
(6) There was general agreement that portfolios should be submitted electronically as a single pdf file.

Action Taken: It was discussed and agreed upon by committee members that subcommittee chairs should prepare a portfolio evaluation checklist for their assigned awards committees and attach the checklist in the Bb award sites.

Assigned additional duties to: (1) Subcommittee chairs (Kim, Hursh, Goodwillie, Reis, Vikomir, and Verbanac) to prepare a checklist for evaluation of portfolios for their assigned committees and attach the checklist in the Bb award sites.
(2) D. Muller will set up the Bb sites for the portfolios.

Agenda Item: BOG Awards – Potential Discrepancies in ECU vs BOG Guidance

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 may require additional information in addition to what is required by the University that may be different from year to year.
Action Taken: Members discussed that perhaps a disclaimer should be included with the BOG award guidance that explains that additional materials may be required in addition to those advertised in the ECU guidance in accordance with UNC General Administration policies and procedures for the BOG awards.

Assigned additional duties to: P. Reis will prepare a draft disclaimer statement for inclusion with the current BOG awards guidance for discussion at the October AA Committee meeting.

Meeting adjourned at 3:20 p.m.

NEXT MEETING: Thursday, October 6, 2016 at 2:00 p.m. in 142 Rawl Annex

ITEMS TO BE DISCUSSED:
(1) Approval of minutes
(2) Review and approve proposed award revisions
(3) List of nominees (D. Muller will provide)
(4) Mechanisms to provide feedback to candidates not selected for awards
(5) Timeline for subcommittee meetings and candidate selection
(6) Subcommittee checklists
(7) Disclaimer for BOG awards guidance
(8) Committee goals for 2016-2017

ACADEMIC AWARDS COMMITTEE
SUBCOMMITTEE ASSIGNMENTS

A complete list of all subcommittee members that includes members serving as representatives for their units, departments, and divisions will be provided by D. Muller.

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<tr>
<th>BOG - Distinguished Professor</th>
<th>BOG – Excellence in Teaching</th>
<th>University Alumni &amp; Robert L. Jones</th>
<th>Max Ray Joyner</th>
<th>ECU Awards for Excellence in Research/Creative Activity</th>
<th>Scholarship of Engagement</th>
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<td>Chair: Younhee Kim</td>
<td>Chair: David Hursh</td>
<td>Chair: Carol Goodwillie</td>
<td>Chair: Sergiy Vikomir</td>
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