COMMITTEE: Academic Awards Committee

MEETING DATE: November 2, 2017

PERSON PRESIDING: Angela Dresselhaus, Committee Chair

REGULAR MEMBERS IN ATTENDANCE: Patricia Anderson, Gabriel DiMartino, Angela Dresselhaus, Shouquan Huo, Randall Martoccia, Pamela Reis, Jane Trapp

REGULAR MEMBERS NOT IN ATTENDANCE: Michael Catalano

EX-OFFICIO MEMBERS IN ATTENDANCE: Jamin Carson (Representative of the Chancellor), Rose Haddock (representative of the Chair of the Faculty), Donna Lake (Representative of the Vice Chancellor for Health Sciences), Richard McCabe (Representative of the Faculty Senate), Dorothy Muller (Representative of the Provost), Kathryn Verbanac (representative of the VC for Research, Economic Development, and Engagement)

EX-OFFICIO MEMBERS NOT IN ATTENDANCE: Eric Barnes (Representative of the Student Body)

GUESTS IN ATTENDANCE: Amy Waters, Office for Equity and Diversity

RECORDER: Pamela Reis, Academic Award Committee Secretary

Meeting called to order at 2:05 PM by Angela Dresselhaus, Chair

ACTIONS OF MEETING

Agenda Item 1: Approval of October 2017 Minutes

Discussion: A motion was made to approve 10/5/17 minutes as recorded, and a second to the motion was received. There were no abstentions.

Action Taken: October 2017 minutes approved by unanimous consent.

Assigned additional duties to: N/A

Agenda Item 2: Presentation by Office for Equity and Diversity representative about implicit bias: Amy Waters, Affirmative Action Program Manager

Discussion: Ms. Waters discussed implicit bias and provided attendees with a handout. Committee members participated in a case study activity regarding implicit bias in award selection.

Action Taken: Evaluations were completed for the session per Ms. Water’s request. She
collected the evaluation forms at the end of the meeting.

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

---

**Agenda Item 3:** Proposed Service-Learning Teaching Excellence Award Proposal

**Discussion:** Discussion deferred – the new award will be proposed for the 2018-2019 academic year.

**Action Taken:** Discussion about the award to be scheduled at a future meeting and in time to meet the 2018 Faculty Senate deadline for all new award proposals.

**Assigned additional duties to:** A. Dresselhaus – add to future meeting agenda.

---

**Agenda Item 4:** Review of Subcommittee Assignments and Instructions for Portfolio Review

**Discussion:** (1) D. Muller update: Concern was expressed about not having a page limit on CVs submitted with the award portfolio. Dr. Muller suggested a limit of 10 pages to avoid the submission of CVs that are more than 40 to 50 pages as has occurred in the past. There was discussion about this recommendation and it was suggested that this requirement be considered for the 2018-2019 academic awards year. (2) The OFE staff are working on moving the awards portfolios to folders in Blackboard. (3) Some portfolios required the additional step by OFE staff to convert them from Microsoft Word to Adobe Acrobat. (4) Six nominees have withdrawn their nominations or declined to submit portfolios. (5) The Committee was advised that some portfolios will include video content. (6) The Blackboard portfolio submission sites will remain open until submitters have had the opportunity to check their submitted content. (7) The OFE received many questions about what should be submitted from the SSOI. (8) The Committee was reminded that all portfolios are due on November 1, 2017.

**Action Taken:** N/A

**Assigned additional duties to:** D. Muller - will make portfolios available to committee members in Blackboard. Subcommittee chairs will make assignments for the review of portfolios and schedule subcommittee meetings to discuss the reviews. OFE will upload any required videos.

---

**Agenda Item 5:** Academic Awards Committee Annual Goals

**Discussion:** A. Dresselhaus presented the 2016-2017 annual goals and progress on meeting the goals. Considerations for the 2017-2018 academic year are to adopt the past goals in terms of monitoring the implementation and evaluation of the award process and to consider the addition of a FAQ document to include with the instructions to nominees.
Action Taken: Further discussion deferred until December 2017 meeting.

Assigned additional duties to: A. Dresselhaus - will provide a draft copy of the annual goals at the next Awards Committee meeting.

Agenda Item 6: Announcements

Discussion: Donna Lake was inducted as a Fellow of the American Academy of Nursing in October, 2017.

Action Taken: N/A

Assigned additional duties to: N/A

Meeting adjourned at 3:10 PM

NEXT MEETING: December 7, 2017 at 2:00 p.m. in 142 Rawl Annex

ITEMS TO BE DISCUSSED
(1) Approval of minutes (11/2/17)
(2) Draft of annual goals
   - The Committee will evaluate the electronic submission process and make recommendations for future submission cycles.
   - The Committee will create a frequently asked questions resource to aid faculty in the submission process.
   - The Committee will review the newly established guidelines and decide if additional revisions are needed.
(3) Proposed Service-Learning Teaching Excellence Award Proposal
(4) Subcommittee Reports