Meeting called to order at 2:00 p.m. by David Hursh, Committee Chair.

**ACTIONS OF MEETING**

**Agenda Item 1: Approval of Minutes**

**Discussion:** There was a motion to approve the 12/1/2016 minutes as circulated. The minutes were approved unanimously. There was no further discussion. The Committee did not meet in January.

**Action Taken:** Minutes approved.

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

**Agenda Item 2: Subcommittee Reports**

**Discussion:**

**Lifetime and 5 Year Achievement Awards:** Two winners were selected for each award. **Alumni Association Outstanding Teaching Award and Robert L. Jones Teaching Award:** 8 finalists were selected. The committee will meet for a final meeting before spring break to select the winner. **Max Ray Joyner Award:** 4 finalists were selected. Their videos are due on 2/15. The winner will be selected during the first week of March. **BOG- Distinguished:** 6 winners were selected **BOG- Excellence:** 2 were selected to send forward to the Chancellor for consideration.

**Action Taken:** None.

Assigned additional duties to: As noted above. The OFE will notify the winners, forward names of the BOG awards winners to the BOG, and continue preparations for the awards ceremonies.
**Agenda Item 3: Discussion of Award Guidelines Comparison Sheet**

**Discussion:** C. Goodwillie reviewed the guidance for all awards and presented a table summarizing and comparing each award with respect to the following: candidate requirements in order to apply, list of materials to be submitted in the portfolio, teaching philosophy, documentation of courses taught, course materials to be submitted, student opinion scores, grade distributions, peer evaluations, CV, faculty letters of support, student letters, video submission, additional materials, and page limitation. There was discussion that centered on trying to make the guidance as clear and consistent as possible. Lori Lee will comprise a final draft of the table for review at the March meeting based on the recommendations and discussion.

**Action Taken:**
None.

**Assigned additional duties to:** As noted above.

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**Agenda Item 4: General observations for non-selection of candidates**

**Discussion:** D. Hursh reminded all subcommittee chairs that general observations about why candidates were not selected should be sent to D. Muller.

**Action Taken:**
None.

**Assigned additional duties to:** Subcommittee chairs as noted above.

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**Agenda Item 5: Recommendations from subcommittees for revision of award guidelines**

**Discussion:** The Award Guidelines Comparison Sheet was discussed in relation to the needed changes to the various award selection procedures.

**Action Taken:**
None.

**Assigned additional duties to:** David Hursch and Lori Lee will work together drafting proposed revisions to all six of the award selection procedures and present drafts for consideration at the March meeting.

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**Agenda Item 6: Review of Annual Goals**

**Discussion:** D. Hursh distributed a copy of the Committee annual goals with strategies for completion prior to the meeting. They are as follows:

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.
Action Taken: Members present agreed by consensus that these goals should be accepted as the Committee’s annual goals.

Assigned additional duties to: N/A

Meeting adjourned at 3:10 p.m.

NEXT MEETING: March 2, 2017 in 142 Rawl Annex

ITEMS TO BE DISCUSSED:
(1) Approval of minutes
(2) Subcommittee reports
(3) Review, discuss, and vote on revised award procedures
(4) Reminder about, and due date selection for, general observations for non-selection of candidates