Meeting called to order at 2:02 p.m. by David Hursh, Committee Chair.

**ACTIONS OF MEETING**

**Agenda Item 1:** Approval of Minutes

Discussion: C. Goodwillie made a motion to approve the minutes; seconded by J. Coghill; no abstentions.

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: No further reports were given.

Assigned additional duties to: The OFE will continue with preparations for the remaining Teaching Awards ceremony in April.

**Agenda Item 3:** Review and Revision of the BOG Excellence, BOG Distinguished, and Scholarship of Engagement award criteria

Discussion: The proposed changes for the Board of Governors – Excellence, Board of Governors – Distinguished, and Scholarship of Engagement awards were discussed.

Action Taken: There was consensus to approve the changes as discussed.

Assigned additional duties to: L. Lee – will forward the changes to the Faculty Senate for consideration and vote for approval.
Agenda Item 4: Vote to approve all award criteria revisions

Discussion: A motion was made and seconded to approve all award criteria revisions.

Action Taken: Members voted unanimously to approve the revisions. There were no abstentions.

Assigned additional duties to: L. Lee – will forward the changes to the Faculty Senate for consideration and vote for approval.

Agenda Item 5: Reminder to submit general observations for non-selection of candidates if not already done

Discussion: A few of the subcommittees have not given feedback to D. Muller regarding the candidate selection and non-selection process.

Action Taken: Subcommittee chairs reminded to submit feedback to D. Muller.

Assigned additional duties to: Subcommittee chairs.

Agenda Item 6: Review of annual goals and discussion of strategies for completion

Discussion: There was discussion about the Committee’s 2016-2017 annual goals:

1. The Committee will evaluate the electronic submission process and make recommendations for future submission cycles.
   General observations and feedback:
   ▪ The Committee agreed that the Blackboard sites, having one pdf document, and the way videos were processed enhanced the candidate review and selection process.
   ▪ It appeared that some candidates may have not gotten adequate support from their departments/units for their technology needs. Future candidates will be reminded that the University ICTS may be able to offer assistance.

2. The Committee will evaluate the Awards Ceremony structure and make recommendations as necessary for future ceremonies.
   General observations and feedback:
   ▪ The Murphy Center appears to be a good venue for the Awards Ceremonies.
   ▪ The February and March ceremonies were well attended.
   ▪ The timing of the April Teaching Awards ceremony presents challenges in terms of attendance
   ▪ The Scholar-Teacher Award is not acknowledged at the ceremony – this was seen as an undesirable programmatic change by the Committee members.

Action Taken: Recommendations will be considered in planning the 2018 ceremonies.

Assigned additional duties to: 2018 Academic Awards Committee members.

Meeting adjourned at 3:05 p.m.