

COMMITTEE: Academic Awards Committee

MEETING DATE: November 7, 2019

PERSON PRESIDING: Gabriel DiMartino, Committee Chair

REGULAR MEMBERS IN ATTENDANCE: Gabriel DiMartino, Rose Haddock, Randall Martoccia, Jane Trapp

REGULAR MEMBERS NOT IN ATTENDANCE: Ann Bell, Patricia Anderson, Joy Karriker

EX-OFFICIO MEMBERS IN ATTENDANCE: Stacey Altman (representative of the Chancellor), Phyllis Horns (representative of the Vice Chancellor for Health Sciences), Zia Rehman (representative of the Chair of the Faculty), Kathryn Verbanac (representative of the Vice Chancellor for Research, Economic Development, and Engagement), Sarah Williams (representative of the Provost)

EX-OFFICIO MEMBERS NOT IN ATTENDANCE: Yan-Hua Chen (representative of the Faculty Senate), Josiah Thornton (representative of the Student body),

GUESTS IN ATTENDANCE: Rachel Baker and Lori Lee

RECORDER: Rose Haddock, Academic Awards Committee Secretary

Meeting called to order at 2:02 PM by Gabriel DiMartino, Committee Chair.

ACTIONS OF MEETING

Approval of minutes: Motion made, seconded to approve September minutes.

Agenda Item 1: Information sessions available in OFE for faculty to view and ask Executive Board and Sarah Williams questions regarding submissions and submission process.

Discussion: Several nominees attended different sessions. Reviewed example portfolios.

Action Taken: Committee will need to create guidelines/suggested tips for videos of teaching.

Agenda Item 2: Yammer

Discussion: Committee members discussed potential use of yammer for anonymous viewing of instructors.

Action Taken: None.

Agenda Item 3: Submission guidelines

Discussion: Committee members encouraged to review submission guidelines. Note any areas that may need revision to discuss in spring meetings.

Action Taken: Committee members agree to review submission guidelines while reviewing instructor submissions.

Agenda Item 4: Nominee submissions

Discussion: Using one-drive for uploading submissions. Had a couple of glitches. Issue of grade distributions not fitting template. Few nominees submitted close to deadline and not all have nomination letters.

Action Taken: Nominees will be encouraged to use what they have including student feedback. The sub-committee will determine if substitute materials it requirement of specific award. Committee members encouraged not to penalize candidate if multiple files submitted. Committee also encouraged to move deadlines to help nominees have more time to submit.

Agenda Item 5: BOG Award

Discussion: Nominee has challenge of submitting video as teaching takes place at bedside and this could violate HIPAA.

Action Taken: Nominee will be encouraged to video without the patient in the background. Will have extra time to submit video.

Agenda Item 6: College Over nominated

Discussion: One college accidently nominated an additional person for an award.

Action Taken: Candidate will be excluded from consideration due to incomplete nomination process.

Agenda Item 7: Subcommittees Next Steps

Discussion: Subcommittee chairs should create a rubric and share with committee members.

Action Taken: Once sub-committees have selected winners for each award they will forward names to Gabriel and Sarah.

Meeting adjourned at 3:04 PM

NEXT MEETING: January 16, 2020 at 2:00 p.m. in 142 Rawl Annex

ITEMS TO BE DISCUSSED

- (1) Approval of minutes (11/7/19)
- (2) Award revisions