

COMMITTEE: Academic Awards Committee

MEETING DATE: November 5, 2020, via TEAMS

PERSON(S) PRESIDING: Joy Karriker, committee chair

IN ATTENDANCE: Johna Faulconer, Sarah Williams, Jane Trapp, Christy Rhodes, Almitra Medina, Chia-Cheng Lin, Rose Haddock, Jennifer Daughtry, Ann Marie Bell, Stacy Altman, Ken Wyatt

ACTIONS OF MEETING

Joy welcomed everyone and thanked subcommittee chairs and members for their work then turned meeting over to Sarah. Note: This meeting is not a full committee meeting but rather a launch for subcommittee meetings.

Agenda Item 1: Launch Session” with Subcommittee Chairs

Discussion: Sarah Williams led discussion

- Numbers possibly impacted by COVID but still good for some awards.
- All Selection Committee members should have access to the Canvas course for each assigned subcommittee. Please take a moment as soon as possible to ensure you have access.
- Some resources have been uploaded to TEAMS (e.g. helpful resources, template for summary for subchairs to use and a checklist for things to consider including suggested revisions to award criteria).
- Rubrics were added by Joy and in Teams
- Sarah discussed process of awards. Committees are welcome to use OFE space if they wish to meet in person. Selection members come to meeting with rubrics completed ready to select recipient. Sarah shared scree and showed group Canvas.

Q&A

Q: SA: Is the Canvas site for nominees and TEAMS for members?

A: SW-TEAMS is just for committee; now Canvas is also just for committee. Originally nominees could access Canvas, but they were removed from the courses after the submission deadline.

Q: AM: Scholarship of Engagement-what happens if criteria is not met?

A: JK: Award would not be awarded

Q: AMB:Was info sent out about subcommittee members?

AJK: Info in TEAMS, in files

Q:JT-Excel file with subcommittee-dated Oct. Is that the most current?

A: JK: Needs to update and will send excel sheet to subcommittee chairs.

Q: What is the meaning of the number at the top of each subcommittee list?

A: Numbers that should be on each subcommittee - they vary.

Q: If we need help, who is the contact?

A: Joy for procedural questions and Sarah for access/technical questions.

Reminder of Timeline

BOG-Recommendation by Mid November

All Others

End of Fall Semester Finalist-Use Canvas for Email-then everything by end of January

If award does not have finalist-End of first week of January

Joy would like all the work of subcommittees completed by the last week of January

Agenda Item 2: Announcements

Please reserve April 20, 2021, 5:00pm – 7:00pm for the awards celebration!

Our next AAC meeting is scheduled for January 21, 2020, at 2:00pm in Teams; Subcommittees will meet *ad hoc* in the interim.

Adjourn