

THANK YOU for your diligent and impressive work this year! During our final 2021-2022 AY meeting, we discussed and came to consensus on several items:

- Amended language in recruitment email (spring 2021) to clarify initial name (nominee) submissions
- Determined to notify nominees and recipients of award status prior to the celebration, indicating to nominees that they will receive a gift and be celebrated at the event; conduct a survey after the event to learn perceptions of this practice and preferences for future events

For Fall and the 2022-2023 AAC:

- OFE to host - and Faculty Senate Awards Committee members to facilitate - separate sessions for the 2-step (digital product) awards to clarify expectations and timelines
- Notify two-step (digital product) award finalists before the end of the fall term that they are finalists and will need to submit a digital product; allow 4 weeks for the finalists' digital product submissions (not including weeks when the university is closed for break); monitor how well this works and potentially change the official award language accordingly
- Consider leaving SSOI & grade distributions off of lists of required materials to mitigate potential biases and simplify submission process

I look forward to seeing you April 21 for the awards celebration!!

Best regards,
Joy