

Agenda
Student and Faculty Honors Committee
January 14, 2005
8:30-10:00 a.m., 130 HULLIHEN HALL

1. Selection of day's recorder
2. Approve minutes of [December 03, 2004](#)
3. Continue tasks from the last meeting
 - List of major unfinished business from 2003-2004 (as described in the May 14 minutes and 2003-2004 Annual Report; reports from team leaders)
 - Reconsider criteria for eligibility for Excellence Awards, including making Aerospace faculty eligible (Phil?)
 - Determine duties/activities of award recipients and incorporate this info into notification letters (Bob?)
 - Work with Public Relations to make sure that letters to student award recipients say what they are for and who sponsors the award (Katharine?)
 - Report on the replacement of web designer so can finish "recipients" section, correct rotation of pictures, and more fully automate Excellence database system (Linda)
 - Reorganize secure section of committee website (Linda?)
 - Determine with Faculty Senate who has which responsibilities for technical and administrative matters of the committee (Mohsen)
4. Alison Award—Continuation of last meeting's discussions
 - New draft checklist for submitting dossiers (see last page of [May 14, 2004](#) minutes)
 - Change timing of invitations, selection, and notification?
 - Finalize the invitation to [faculty](#)
 - Finalize the invitation to [deans and chairs](#)
 - Other ways to increase the number and completeness of dossiers submitted
5. Excellence Awards
 - Review [letter of invitation to students](#)
 - Review reminder letter to students
 - Discuss publicity in general and for faculty
6. Scheduled committee meetings for Spring 2005, 8:30-10:00 Fridays. The meetings will be held in HULLIHEN HALL room 130 unless stated otherwise.
 - Feb 11 (finalize Excellence invitations)
 - Mar 11 (Select Excellence finalists)
 - Mar 18 (Select Excellence winners)
 - Apr 15 (Select Alison winner?)
 - May 13