

**FACULTY SENATE COMMITTEE ON STUDENT AND FACULTY HONORS**  
**January 14, 2005**  
**MINUTES**

**130 Hullihen Hall**

**8:30am - 10:00am**

**Committee Members Present:** Mohsen Badiey (chair), Ken Cohen, Bob Davis, Philip Flynn, Linda Gottfredson (ex-chair and committee advisor), Rhonda Hyde, Dennis Mertz and Diane Wright.

1. The meeting began at 8:40 with Rhonda Hyde selected to record minutes of the meeting.
2. The minutes of the December 3, 2004 meeting were approved.
3. *Eligibility of ROTC faculty for Excellence Awards*  
Phil reported that the faculty handbook provides no "official definition" of faculty at the University of Delaware. Before our committee debates whether to declare the ROTC faculty eligible/ineligible for the award, Phil will e-mail both Dan Rich and Maxine Cohm to seek advice and input on this issue.
4. *Duties of Award Recipients' on Honors and Awards Day*  
Bob Davis indicated that he would edit the letter sent to recipients of the University's Excellence in Teaching/ Advising awards to provide information to the recipients about their duties on Honors and Awards Day. Katharine Kerrane was not present to provide information about updating letters sent to Arts and Science students who receive awards.
5. *Technical Support for WebPages and Databases*  
Cindy Sai, who works for Tara Kee in Continuing Education, has been assigned as our technical support person for our web pages and database. Cindy will be assigned to us just for the spring 2005 in order to get our web pages up and running as well as to create the 2005 database. Her role as our technical support person is not a long-term assignment. Mary Martin is our point of contact for finding a dedicated person to continue web support and assistance. Cindy's job will be to update and improve the website during the spring 2005 nomination process as well as help create the database for this year's nominations.
6. *Revision of Francis Alison Award Nomination/ Selection Procedures*  
Linda will edit the letters sent to deans, chairs and faculty seeking nominations. The primary change will be to re-write the "Materials Required" section so that this section refers to an attached checklist of the materials required for each nomination dossier. Mohsen will then send out the revised letter to other committee members via e-mail so that approval of the letter can be made in the absence of a formal meeting. Letters to the deans and chairs will be cc'd to the Provost.

Once our Committee approves these letters, Mohsen can send out these letters immediately. The committee anticipated these letters would be sent out sometime during the week of January 17.

The letters will indicate the following deadlines for nomination submissions:

- ▶ March 1 deadline for faculty to make nominations to their respective deans
- ▶ March 15 deadline for deans to submit nomination dossiers to the Committee

7. *Revision of e-mail sent to students seeking nominations for Excellence in Teaching/ Advising Awards*  
The current letter e-mailed to student was approved as is by the Committee. This e-mail would be sent out to all students the first of February and then again 3 days prior to the March 1 deadline. Currently, ads are placed in UDaily and UDaily Alumni as publicity for nominations.

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Minutes Submitted 1/14/2005 -- Rhonda Hyde