

FACULTY SENATE COMMITTEE ON STUDENT AND FACULTY HONORS

January 20, 2006

MINUTES

130 Hullahen Hall

8:30am-10:00am

Committee members present: Katharine Kerrane, Bob Davis, Michelle Provost Craig, Rhonda Aull Hyde, Linda Gottfredson (advisor), Philip Flynn, Mohsen Badiey, Zachary Schafer

1. Mohsen called the meeting to order at 8:30AM and briefly summarized the schedule for the next few months.
2. Mohsen suggested that the next committee meeting be moved from February 10th to February 17th, to accommodate various members' schedules and this change was agreed upon by the committee. Mohsen confirmed that the following meetings will be March 10, March 17, April 21, and May 12.
3. The committee will seek a graduate student to serve on the committee and is looking for a former member. The email list was agreed to be updated, removing former members Pat Walters and Alicia Oman, and adding new member Tom Isherwood.
4. The committee reviewed and made suggestions for improvement of the Alison Award letter to the deans and information sheet, which were then authorized by the committee. Linda and Mohsen agreed that they would be mailed out shortly.
5. The committee discussed that the deans should be encouraged or asked by the chair to submit applications with complete dossiers to better analyze the applicants' work.
6. The committee reviewed the letter that will go out to students for the Excellence in Teaching Award, as well as the process by which students receive the letter and are encouraged by departments to submit recommendations for the award. At this point the letter to TAs was also briefly discussed.
7. The committee lightly revised the letter sent to nominees for the Alison Award, but no great changes were made.
8. It was decided that winners of the Excellence in Teaching Award will attend the Named Professors Dinner in the spring, instead of the Alison dinner in the fall.
9. Web design and maintenance was discussed. Suggestions were made to help new members of the committee, such as reviewing past meeting minutes and past applications for awards. The suggestion was also made to put up a calendar on the website with marked dates important to the committee. The long term maintenance of the website was also discussed. The suggestion was made that perhaps, since the committee is very public and cannot afford to make mistakes or be delayed, the president or provost's offices might furnish a small amount of funding to hire a web maintenance professional. It was decided that the committee members responsible would record the amount of time necessary to update the website and database to better estimate the costs of hiring a more permanent professional, and that members would discuss website maintenance with other Faculty Senate committees to see what they do.
10. There was a brief discussion of Honors Day book changes but it was decided that the committee cannot strike awards from various colleges without seeing all of the awards together in the context of the book. The changes will be made when the committee receives lists from all of the colleges, asking the college to highlight all new awards. The deadline for changes is March 20th.

Meeting Adjourned at 10:00AM

Minutes prepared by Zachary Schafer