

# FACULTY SENATE COMMITTEE ON STUDENT AND FACULTY HONORS

December 3, 2004

## MINUTES

130 HULLIHEN HALL

8:30-10:00 a.m.

Members Present: Mohsen Badiy (chair), Rhonda A. Hyde, Alicia Oman, Michelle Provost-Craig, Philip Flynn, Dennis Mertz, Diane Wright and Katharine Kerrane

- I. Selection of day's recorder
- II. Alicia Oman and Rhonda Hyde were welcomed to the committee as new members. Pat Walters, another new member, was unable to attend the meeting. Mohsen Badiy was welcomed as both a new member and as the new chairperson of the committee.
- III. The minutes of May 14, 2004 were approved, as was the annual report for 2003-2004.
- IV. Mohsen updated the committee on activities since the last meeting in May.
  - a. The website was updated to reflect the new amount for the Alison Award (from \$6,000 to \$10,000).
  - b. The Excellence in Advising form was revised to include mentoring.
  - c. Linda submitted a new draft of the Chair's Timeline with a suggested delegation of tasks.
  - d. COCAN designated ex-chair Linda Gottfredson as an advisor to the committee this year.
  - e. An Archive search confirmed that the Trustees gave the Student and Faculty Honors Committee responsibility for selecting the Alison recipient (Trustee's minutes in 1976 establishing the award). This question came up last year when the Alison Award winners asked to play a role in selecting the Alison Award recipients.
- V. New business
  - a. Mohsen asked Phil to consider the criteria for eligibility for the Excellence in Teaching Award, specifically whether or not Aerospace faculty are eligible. There was some discussion among the committee about whether or not the ROTC faculty are temporary faculty or not, which might affect their eligibility. Phil planned to check on this, starting with getting background information from Linda.
  - b. Mohsen suggested that Bob Davis determine what the award recipients do during Honors Day and incorporate this info in the notification letters.
  - c. Mohsen suggested that committee members work with Public Relations to make sure that letters to student award recipients say what the awards are for and who sponsors the awards. The committee discussed whether or not letters to students are clear about what the award is that they have won. Alicia mentioned that her award letter from last year clearly said what the award was and who had sponsored the award. Diane said she would talk to

the person in B&E and see what the letters say to the student recipients, and Katharine said she would talk to Cindi Shenkle about the A&S student recipients.

- d. The committee is waiting for a replacement of a web designer so the “recipients” section can be completed. Mohsen will determine with the Faculty Senate who has which responsibilities for technical and administrative matters of the committee.
- e. Alison Award procedures: The committee discussed the Alison Award and reviewed the revised checklist. The committee discussed the problem with the number of nominations and with incomplete dossiers, and noted that the committee does not have to award an Alison winner every year if dossiers are incomplete or there are no outstanding candidates.

Shelly recommended a cover letter from the Provost be sent to the Deans stressing the increase in the monetary award. Mohsen suggested that the Provost discuss the Alison Award at a deans’ meeting, stressing the importance of the award. The Provost should also distribute the checklist of necessary materials. Alicia suggested that the brochure listing all of the Alison Award winners be included in the letter to the Deans.

The committee decided that the entire process should start earlier. By mid-January a letter to the Deans and Chairs should go out. By the beginning of the semester a letter should go out to the faculty. Phil suggested that the checklist of required materials be included in the letters to the faculty, so they’re aware of what the dossier should contain. Katharine suggested that Mohsen attend a Chair’s Caucus in the spring semester to discuss the Alison Award with the department chairs. Chris Clark is the chairperson of that group this year, and would be able to schedule a time for Mohsen to present to that group.

Diane mentioned that the Alison Award winners should have a brick in Mentor’s Circle or a plaque at the gates leading into Mentor’s Circle.

Mohsen requested that at the next meeting he would like to committee to approve the letters to the Deans, chairs and faculty. **Please email suggested revisions to him before the next meeting.**

VI. Proposed schedule of meetings for Spring 2005, 8:30-10:00 Fridays, 130 Hullihen:

- Jan 14 (finalize Alison procedures)
- Feb 11
- Mar 11
- Mar 18
- Apr 15
- May 13

Respectfully submitted,  
Katharine Kerrane