

Minutes  
**Faculty Senate Honors and Awards Committee**  
Friday, February 16, 2007  
Room 130 Hullahen Hall

Present: Rhonda Hyde, Dennis Mertz, Bob Davis, Katharine Kerrane, Linda Gottfredson (advisor), Jonathan Urick, Zack Schafer, Matthew Robinson, Diane Wright, Heidi Kaufman, Aparna Bagdi, Karly Pratt (guest from MIS student team)

Minutes for January 12, 2007, meeting were approved

Purchase of FaceBook Flyer advertising the Excellence Awards

- Picture of flyer included in attachment to today's meeting agenda. Always shown on FaceBook during week purchased. Successful, is drawing people.
- Flyers are purchased with UD purchasing card and with student discount. There are no issues with purchasing and billing. Costs are \$70 for 20,000 hits/day.
- Decision made to purchase FaceBook flyer again for the last week in February (the last 7 days leading up to the deadline), increasing purchase to 40,000 hits/day to help compensate for email glitch in sending out invitations to nominate

Problem with Excellence Awards link sent out in email to UD students

- Rhonda Hyde sent out emails to UD students inviting nominations, but 40 students wrote to say the link did not work. This indicated a huge problem.
- After researching the problem, Rhonda discovered that the it lay in the server that the College of Ag and Natural Resources hosts; Rhonda's email goes through this server. The problem appears to exist when using Internet Explorer, and the root of the problem is actually a security feature of Microsoft.
- One solution is for students to type the URL of the teaching awards web site directly into their web address bar. We could also resend email invitations using Microsoft's instructions. However, we will sidestep the problem by having Linda re-send the invitations from her computer, which goes through a different server. She will test it out on committee members first.

Update on lists of eligible faculty and name changes for determining eligibility for Excellence Awards

- Rhonda Hyde thanked Linda Gottfredson for her obtaining the lists and getting them uploaded into the nominations database

Problems getting nominations from alumni

- Alumni need an email account to have an ID and password for the nomination page. Getting email accounts quickly is an old roadblock for alumni making online nominations. However, UD has just made it possible for Alumni to get an email account immediately, without waiting the usual 24 hours.

- More publicity: We currently have a notice on UDaily for alumni and parents. It contains a link that alumni can click to submit a nomination. It will also be sent out via the weekend email to alumni and parents.
- Question: Who should we designate as a contact every year for this?

#### New and revised awards submitted for approval for Honors Day Program

- Chemistry Dept revision to an established award was grandfathered in, plus slightly edited (e.g., dollar amount changed to “monetary” award)

#### Linda’s Meeting with MIS Project Team last week

- Major committee needs discussed
  1. More fully automate the nominations database system. System is currently vulnerable and depends a lot on behind-the-scenes processes. Team may be able to figure out wizards or other ways to increase automation
  2. Document everything more clearly and fully
  3. Website
    - Improve the secure section of the website. Especially need calendar and ticklers for the chair because dozens of things need to be done and in a timely manner. Currently have a timeline in place, but it is not user friendly or up to date.
    - Tech resources required to maintain website, but not clear what is available. Required tasks are simple, but only if you already know what to do. Neither committee members nor Senate staff can be expected to know all the procedures and software required. Will check out possibility of using the Senate’s part time graduate student. Also need excellent documentation so someone else can step in as needed
    - Our website’s list of committee members is outdated. Our page is probably directing people to an outdated Senate URL. Linda will check.
  4. Reaching more students and alumni
    - Question: how can we do better? MIS Team
- Four-member MIS team will now define problems and prioritize need to be addressed. Will then automate the manual processes in creating and using the database processes and find technical solutions to other problems.

#### Acting Chair of Committee in March

- Due to Rhonda’s other commitments, Linda Gottfredson chair the Committee during March, as agreed upon last year when Rhonda was asked to chair the Committee.

#### New Business

- Matthew Robins asked if former award winners could serve in an advisory position to the Committee. Rhonda indicated that many times in the past, former winners have served as full members on the Committee. Winners of awards are

decided solely by the 12-member Committee with no input from external advisory sources.

- If the Committee were changed to include an 'advisory board,' an official proposal for such a change would have to be brought to the Faculty Senate and approved by it.
- Linda noted that the premise of the Excellence-in-Teaching and Advising awards is that they be student driven. Thus, student opinions should be most heavily weighted when selecting winners, not approval/disapproval from former award winners.

#### Reviewing the Nominations for the Excellence Awards

- Linda will send a notice when the reports containing the nominations are available online (some time March 2).
- Check to see what reviewing team you are on and confirm that you can access everything you need
- Teams are typically spread out between students, new members, and more experienced members.

#### Graduate Student Teaching Assistant Award

- Renamed the teaching assistant teaching award to be the "Graduate Student Teaching Award" because some graduate students are full teachers and are not assistants.

**The next two meetings (March 9th and March 16<sup>th</sup>) will begin at 8:00am**

Meeting adjourned at 10:00.