


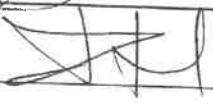


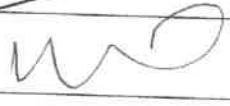
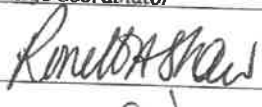
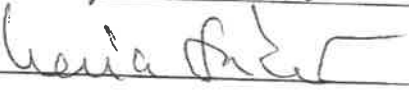


ATTENDANCE
04/11/2018

SAAC MEMBERS

SIGNATURE

1. **Abdoul, Balde** - *Student Government Association Senator* 
2. **Castro Karina** - *Honors Program Coordinator* 
3. **Gyan, Joseph** - *Business Department* 
4. **Herrera, Denise** - *Student Government Association Senator* 
5. **Lang, Damaris-Lois Y (chairperson)** - *Natural Sciences Department* 
6. **Onovo, Grace** - *Allied Health Sciences Department* 
7. **Rayo, Rocio (secretary)** - *Hostos Lincoln-Early College Coordinator* 
8. **Shaw, Ronette** - *Allied Health Sciences Department* 
9. **Subert, Maria** - *Humanities Department* 
10. _____
11. _____
12. _____

Guests

SCHOLARSHIP AND AWARDS COMMITTEE (SAAC)

**GENERAL MEETING
B BUILDING B401
Wednesday, April 11th, 2018
3:30 – 4:30 PM**

AGENDA

1. Call to Order
2. Confirm Quorum
3. Acceptance of Agenda
4. Acceptance of Minutes
 - Transition convening meeting-03/05/18
 - 1st general meeting-03/28/18
5. Chair's Remarks and Agenda Items
 - Update on member/exOfficio/guest recruitments
 - Institutional Advancement, SDEM, Budget & Finance
 - Scholarships Criteria and Awards Criteria
 - Dean's List Website
 - Updating Website
 - Inclusion of Additional Information
 - Individualized Departmental/Program 'SAAC' Events
 - Departments; Escriba; E-portfolio Contest; Women's History Month
 - Guest Invitation of Representatives to SACC meetings
 - General Program Template for Honors Convocation Events
6. Subcommittee Members' Remarks
 - Resources Group
 - Academic Criteria Group
 - SAAC Tracking Group
7. Secretary's Remarks and Announcements
8. Old Business
9. New Business
10. Attendance and Adjournment

Minutes for the Scholarships and Awards Committee

Date & Time: 4/11/18 @ 3:35pm

Location: B401

Presiding: Damaris Lois Lang

Present: Karina Castro, Damaris Lois Lang, Grace Onovo, Rocio Rayo, Ronette Shaw, Maria Shubert, Denise Herrera, Balde Abdoul, Joseph Gyan

Absent:

Minutes Prepared by: Rocio Rayo

Call to Order (3:36pm)

Confirm Quorum (3:36pm)

Acceptance of Agenda - Unanimous (3:38)

Acceptance of Minutes

Minutes from the first general meeting – Accepted

Unanimous (3:40)

Update on Member/ExOfficio/guest recruitments

Majority of the members must be faculty

Maximum of 2 HEOs, CLT, and students

Since that is the case – let's expand to faculty from other departments like English and Behavioral Science.

Invite other people to be ExOfficio.

Mayi Libfeild (Scholarships Coordinator) should be added to the email list and invited to meetings but she is not allowed to vote.

Scholarships Criteria and Awards Criteria

Motion to move to last item

Unanimous (3:47)

Dean's List Website

Work request needs to come from Amaris Matos in OAA.

Sub-Committee needs training

Rocio will send an email to Amaris about the permission and training

The Website should:

1. Mimic the Catalog
2. Have a FAQ page
3. A contact email (deanslist@hostos.cuny.edu)
4. Timeline set and communicated
5. Alumni stories

How are we going to communicate/advertise this to students?

Hostos main web page
Hostos distribution list
SGA (Denise and Balde)
Scholarships Office (Mayi Libfield)
Social Media
SLA (Jason Libfield)

Everything needs to be standardized and kept in one place.

This should be a campaign that rolls out in the Fall (August).

The campaign will include videos/posters/website

Should this live on the commons page?

Connecting the Dean's List page from the SAAC website.

Nominating a SAAC visibility group

Denise and Balde Nominated

Accepted (4:13)

Unanimous (4:14)

Secretary announced a time check at 4:15 – Chair asked that it be half way through the meeting next time.

Motion for Rocio to join Academic Criteria Group

Unanimous (4:16)

Individualized Departmental/Program "SAAC" Events

Sarah Brennen is sending an email to Departments about awards at the Honors Convocation.

Karina is going to get the departmental awards list from Sarah Brennen.

Announcements

Let the chair know if any guests are coming

General Program Template for Honors Convocation Events

Keep Sandy's Template

Unanimous (4:20)

Deadline for departmental submissions is April 30

What is the date for the convocation?

4:20 Discussion over meeting more times throughout the month – or meeting at an early time begins.

4:35 Secretary motions for meeting to end.

Motion denied.

Maria Subert begins taking notes.

Motion 1: Meet 2 times a month from 3:30 to 4:30.

Motion 2: Meet 1 time a month from 3:15 to 4:30.

Motion 1: 2 votes

Motion 2: 6 votes

Motion 2 wins.

Next meeting: May 2, 2018 at 3:15pm
