

MINUTES

THE SENATE SCHOLARSHIPS AND AWARDS COMMITTEE [SSAC]

Presiding: Lang, Damaris-Lois Y

Minutes Prepared By: Subert, Maria

Present: Gyan, Joseph; Munoz, Victoria; Shaw, Ronette; Mitchell, Sherese; Hammonds, Theresa; Rodriguez, Yoel; Rayo, Rocio

Absent: Shaw, Ronette; Santana, Leana;

Guests: none

TOPIC	DISCUSSION	DECISION / ACTION
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Call to Order and Confirm Quorum	Quorum	2:35pm
Acceptance of Agenda and Acceptance of Minutes	<i>Members accept meeting agenda and minutes from previous meeting on 02/27/20.</i>	<i>Accepted 100% pm</i>
Chair's Remarks and Agenda Items	<p>Chair's Remarks and Agenda Items</p> <p><u>I. Award recipients and Description Templates Access:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Ms. Victoria Munoz presented the corrected Google forum to input award recipient's information. Committee members recommended further changes: <ul style="list-style-type: none"> <input type="checkbox"/> In the Web-site, "Departmental Forn" should be corrected to "Form" <input type="checkbox"/> Award Recipient Forms should appear after the departmental awards are listed. <p><u>II. Certificates: [voting item]</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> The committee agreed that departments are responsible to fill out and print out the certificates and to bring them to the convocation ceremony. Departments will be informed about this. <p>VOTING ITEM: Certificates will be generated by the academic departments. SSAC and OAA will provide the templates and the material.</p> <p>VOTING RESULT: 7 "Yes"--100% passed</p>	Present members aware.

	<p>III. GAEF Criteria Vetting</p> <ul style="list-style-type: none"> □ While departments select the GAEF fund recipients, they need to adhere to the academic criteria set by the SSAC committee. □ There is a minimum and maximum amount for the GAEF fund for each department. <ul style="list-style-type: none"> ○ Maximum amount: \$200. If a department decides that they have only one GAEF fund recipient, one student cannot have all \$400 allocated for the department. ○ Minimum amount: \$100. Departments can decide to name 4 students with \$100 each. They also can decide to give out Gold (\$170)-Silver (\$125)-Bronze (\$100) GAEF funds. <p>IV. Convocation Artifacts</p> <p><i>Ms. Hammonds will continue to follow-up on medals for Presidents Awards recipients.</i></p> <p><i>.Mrs Sarah Brennan will show us the cords.</i></p>	<p>VOTING RESULT: 7 “Yes”--100% passed</p>
<p>Subcommittee Members’ Remarks and Updates</p>	<p>4. Subcommittee Members’ Remarks and Updates •</p> <ul style="list-style-type: none"> ○ SSAC Visibility Group: <i>Ms. Rayo will continued to promote visibility activities for upcoming Honors Convocation through various forums. The reach out was put on hold until the coronavirus slows down.</i> ○ SSAC Tracking Group: <i>Ms. Munoz will continue to work on the Google documentation designed to input names of all award recipients.</i> ○ SSAC Academic Criteria Group: <i>The Academic Criteria Group works on the GAEF fund academic criteria and will send it to everybody.</i> ○ SSAC Resource Group: <i>Prof. Rodriguez informed the SSAC that the convocation was approved.</i> 	<p><i>All members present aware.</i></p>
<p>Secretary’s Remarks and Announcements</p>	<p><i>Next meeting date: No meeting</i></p>	
<p>Old and New Business</p>	<p><i>Old Business: None</i></p> <p><i>New Business: We have sufficient information to move forward. We need to correct the online forms. When we are ready, departments can start adding the names of award and GAEF fund recipients until the (Apr 24) deadline.</i></p>	
<p>Attendance and Adjournment</p>	<p><i>3:30 pm</i></p>	