

MINUTES

THE SENATE SCHOLARSHIPS AND AWARDS COMMITTEE [SSAC]

Presiding: Lang, Damaris-Lois Y

Minutes Prepared By: Shaw, Ronette

Present: Bly, Djehamou; Hoiland, Sarah; Hammonds, Theresa; Rayo, Rocio; Rodriguez, Yoel; Subert, Maria; Shaw, Ronette; Lang, Damaris-Lois, Ben-Reuben, Raziell; Vasquez-Iscan, Elys; Munoz, Victoria

Absent: Gyan, Joseph;

Guests: Rivera, Johana; Brenan, Sarah;

TOPIC	DISCUSSION	DECISION / ACTION
Call to Order and Confirm Quorum	Quorum	<i>12: 39 pm</i>
Acceptance of Agenda and Acceptance of Minutes	<i>Members Accept both Agenda and Minutes:</i> 04/08/2019	<i>12:40pm</i>
Chair's Remarks and Agenda Items	<p>Annual Honors Convocation</p> <p>Funds:</p> <ul style="list-style-type: none"> • GAEF working with Anna Martinez to distribute information in support of donations for both Honors Convocation and Graduation. • Anna Martinez to obtain a list of students to distribute monetary awards. • Ms. Hammond SSAC-Academic Criteria (subcommittee) distribute check-list criteria for the GAEF awards. • Committee chair discussed and clarified GAEF monetary award criteria. <p>Booklet:</p> <ul style="list-style-type: none"> • Ms. Sarah Brennan discussed updates, due dates for award submission. Emails concerning (updates) for the booklet should be sent directly to Ms. Brennan. • Anticipated booklet completion date: 5/21/2019 • Anticipated count (650) programs printed for attendees • Students receiving monetary awards highlighted to identify the students to collect awards. <p>Certificates:</p> <ul style="list-style-type: none"> • Committee chair submitted certificates to the president's office for signatures. 	<p><i>Committee members aware.</i></p> <p><i>Committee members aware.</i></p> <p>The departments should determine the criteria and consider the academic criteria based on the committee criteria. (9 credits, GPA less than 3.5)</p>

	<p>Reaching out:</p> <ul style="list-style-type: none"> List of students receiving awards, SSAC departmental representatives has been supportive to contact students via email. Phone calls to students will be done through student Government (Ben-Reuben) <p>Recipient Lists:</p> <ul style="list-style-type: none"> Convocation booklet <p>Scholastic Lists Clarification complete</p> <p>Ceremony Preparation Progress</p> <ul style="list-style-type: none"> Discusses name cards for students receiving awards (1 card for each award) Students present with name tags will have their names announced. Sarah Brennen outlined the Convocation schedule for members of the committee. Line-up Marshall: Sarah Hoiland, Bly Dehamou, Ismelda Toribio, Munoz, Victoria. Designated time (4:30), in the Repertory Theater students are expected to be present. Departmental representatives will be present. Stage Marshalls: Dr. Lang, Prof. Shaw, Prof. Subert <p>Annual Convocation/SharePoint-Planning Ahead:</p> <ul style="list-style-type: none"> Discussing “SharePoint” to organize files Fall-2019 semester. <p>SSAC Representatives for each department inform departments:</p> <ul style="list-style-type: none"> Fall semester: designated for submission of all departmental awards including award descriptions. Spring semester: designated for departments to submit the names of award recipients <p>Letter Template for Presidents list: SSAC: Academic criteria sub-committee group to develop template for Presidents List</p> <p>Fall 2019 Meeting Schedule: Members established fall semester meeting date via distributed doodle:</p> <ul style="list-style-type: none"> Chair to clarify with members concerning the fall 2019 date for SSAC meetings. <p>Additional Guests Remark: none</p>	<p><i>Committee members aware.</i></p> <p><i>Members aware and in agreement.</i></p> <p><i>Members aware and in agreement.</i></p> <p><i>Members aware.</i></p> <p><i>Members aware.</i></p>
<p>Guest Remarks</p>	<p>None</p>	

Subcommittee Members' Remarks and Updates	SSAC Visibility Group: TBA SSAC Tracking Group: Victoria Munoz (Point Person) SSAC Academic Criteria Group: Hammond (Point Person) SSAC Resource Group: Prof. Yoel Rodriguez (Point person)	<i>All Members in agreement.</i>
Secretary's Remarks and Announcements	Fall meeting date: TBA	<i>Committee members acknowledged.</i>
Old and New Business	Old Business: None New Business: None	<i>Committee members aware.</i>
Attendance and Adjournment	1:57 pm	