

## MINUTES

### THE SENATE SCHOLARSHIPS AND AWARDS COMMITTEE [SSAC]

**Presiding:** Lang, Damaris-Lois Y

**Minutes Prepared By:** Shaw, Ronette

**Present:** Bly, Djehamou; Gyan, Joseph; Hammonds, Theresa; Rayo, Rocio; Rodriguez, Yoel; Subert, Maria; Shaw, Ronette; Mitchell, Sherese; Santana, Leana; Munoz, Victoria

**Absent:** Cooper, Stacey; Aden, Mohammed

**Guests:** None present

TOPIC	DISCUSSION	DECISION / ACTION
<b>Call to Order and Confirm Quorum</b>	Quorum	3:36 pm
<b>Acceptance of Agenda and Acceptance of Minutes</b>	<i>Members Accept Agenda</i>	3:40pm
<b>Chair's Remarks and Agenda Items</b>	<p><b>Welcome Back to all Committee Members</b></p> <p><b>Annual Honors Convocation Deadline:</b> 1<sup>st</sup> deadline November 8<sup>th</sup> (submission)</p> <p>1. Committee chair to discuss deadlines for award submissions with departmental chairs and coordinators on September 23<sup>rd</sup>. 2. Discussed follow-up informational letters will be sent out to each departmental chair following the September 23<sup>rd</sup> meeting 3. Committee chair clarified to the SSAC committee there are no restrictions on the quantity of awards each unit can submit.</p> <p><b>Awards and Award descriptions:</b> Further discussions regarding suggested time frames for each departmental award submitting</p> <p>1. Fall semester: Descriptions of awards and summary obtained in this Fall semester</p> <p>2.Spring semester: Names are submitted from each department.</p> <p><b>Presidents List:</b></p> <ul style="list-style-type: none"> <li>○ Ms. Theresa Hammonds designated to chair the subcommittee established to review the template for the Presidents list.</li> <li>○ Discussed formal letter for recipients based on the academic criteria template will provide pointers for the letter template</li> </ul>	<ul style="list-style-type: none"> <li>● Members of the committee agreed to chairs recommended to establish deadline to submitting award descriptions and names of recipients.</li> <li>● Point person for each department to submit information including award descriptions and recipient names for assigned departments.</li> <li>● Members agreeable to deadlines</li> <li>● Members of the committee discussed student notification for both Dean and Presidents List.</li> </ul>

	<ul style="list-style-type: none"> <li>○ Committee discussed considering retroactive Dean’s list for prior recipients</li> <li>○ Committee agreed High School students meeting the academic criteria should receive awards and identified IT as the department to generate student list.</li> <li>○ Continued discussions to honor students either Pins or a Patch.</li> <li>○ <b>SSAC Share Point</b> Google docs and Gmail access changed to Share Point.</li> <li>○ All SSAC members received instructions to access. Chair discussed <i>SharePoint</i> as a means to organize folders for each sub-committee. Contents from the prior google drive will be transferred to this new forum.</li> <li>○ <b>General Academic Excellence Fund (GAEF)</b></li> <li>○ Departments are donating, GAEF</li> </ul>	<ul style="list-style-type: none"> <li>● Discussed student list provided from OAA and consider SDM Lilian Morales as the point person to inform recipients.</li> <li>● Suggest distributing Pins to students on the bridge to promote awareness for students and organize semester distribution. SGA and visibility committee to work together for yearly dean and president award during fall semester with everyone having the option to participate.</li> <li>● Considered Pins for Deans list recipients</li> <li>● Members suggest a direct link form for submitting award recipient information to the committee.</li> <li>● Committee members considered establishing a blackboard site or link for each department to input descriptions and names of identified award recipients. Discussion ongoing.</li> </ul>
<b>Guest Remarks</b>	<i>None</i>	
<b>Subcommittee Members’ Remarks and Updates</b>	<ul style="list-style-type: none"> <li>○ <b>SSAC Visibility Group:</b> <i>Discussed communication with SGA and visibility academy to support distribution of awards and establish date. Further considerations for Pins in place of traditional Awards.</i></li> <li>○ <b>SSAC Tracking Group:</b> <i>no new updates</i></li> <li>○ <b>SSAC Academic Criteria Group:</b> <i>no new update. Revisit check list for criteria for the GAEF. Discussed reviewing criteria for recipients.</i></li> <li>○ <b>SSAC Resource Group:</b> <i>no further updates.</i></li> </ul>	
<b>Secretary’s Remarks and Announcements</b>	<i>No remarks, Next meeting: 10/15/19</i>	
<b>Old and New Business</b>	<i>Old Business: None New Business: None</i>	
<b>Attendance and Adjournment</b>	<i>5:01pm</i>	