



MINUTES THE SENATE SCHOLARSHIPS AND AWARDS COMMITTEE [SSAC]

Presiding: Lang, Damaris-Lois Y **Minutes Prepared By:** Shaw, Ronette

Present: Gyan, Joseph; Munoz, Victoria; Subert, Maria; Mitchell, Sherese; Hammonds, Theresa;

Rodriguez, Yoel, Rayo, Rocio, Shaw, Ronette

Absent: Santana, Leana; **Guests:** Sarah Brennan

TOPIC	DISCUSSION	DECISION / ACTION
Call to Order and	Quorum	3:36pm
Confirm Quorum		
Acceptance of Agenda and Acceptance of Minutes	Members accept meeting agenda and minutes from previous meeting April 16, 2020.	3:42pm
Chair's Remarks and Agenda Items	Chair's remarks and Agenda Items: Chair and committee members acknowledge the ongoing collaborative efforts among members of the subcommittee preparations for the Virtual Honors Convocation. Vetting GAEF Recipients: Updates on the GAEF-fund, committee members considered three potential forms to submit award recipient information. Members voted Voting item: Consider one of three forms including (1). Adobe form (2). PDF form (3). Google form Voting results: Members voted in favor of the Google form 7 votes yes	Members aware.
	Academic Criteria: Discussions ongoing regarding the Dean and Presidents lists. Annual Honors Convocation: Committee agreed to keep previously established date May 21st for Convocation Ceremony. Virtual ceremony: Committee members agreed to establish virtual meetings to view award ceremony productions prepared by subcommittee members Prof. Rodriguez, Prof. Munoz and Ms. Rayo.	Ms. Rayo agreed to establish Doodle meeting dates.

 ${\it Minutes: Thursday April~30^{th},~2020}$

Subcommittee Members' Remarks and Updates	Ms. Sarah Brennan volunteered to continue working on the GAEF form with the Academic Criteria group, develop a formal letter to be distributed to all departmental chairs outlining the deadlines for submitting names of award recipients. SSAC Visibility Group: Various projects ongoing, SSAC Tracking Group: Various projects ongoing, SSAC Academic Criteria Group: Various projects ongoing, SSAC Resource Group: Various projects ongoing,	Subcommittee members agreed to meet over the next few weeks leading up to Honors Convocation.
Secretary's Remarks and Announcements	Next meeting date: 05/14/2020	
Old and New Business	Old Business: None New Business: Further discussions concerning virtual certificates	
Attendance and Adjournment	5:40 pm	