

## MINUTES

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

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

**Minutes Prepared By:** Shaw, Ronette

**Present:** BenRiuben, Raziell; Bly, Djehamou; Gyan, Joseph; Hammonds, Theresa; Lang, Damaris-Lois; Rodriguez, Yoel; Shaw, Ronette; Subert, Maria; Vasquez-Isca, Elys;

**Absent:** Onovo, Grace; Hoiland, Sarah; Rayo, Rocio

**Guests:** Brenan, Sarah

TOPIC	DISCUSSION	DECISION / ACTION
<b>Call to Order and Confirm Quorum</b>	<i>12:42 meeting called to order</i>	<i>Confirmed quorum</i>
<b>Acceptance of Agenda and Minutes</b>	<i>12: 43 acceptances of both agenda and minutes</i>	<i>Members accept</i>
<b>Chair's Remarks and Agenda Items</b>	<p><i>Welcome back to the spring semester 2019 all members:</i></p> <p><i>Updates:</i></p> <p><i>VP Martinez and Gomez phone conference to determine funds for honors convocation. Meeting to determine funds and sustain ability.</i></p> <p><i>Discussed GAF: top 3 students chosen by the department (1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>)</i></p> <p><i>Proposal: members suggest: GPA, outstanding academic performances and work and number of courses/credit completion is a requirement followed by the award academic criteria justification checklist.</i></p> <p><i>Commitment of academic field will be moved to experiential learning opportunity. Amendments to the GAF was motioned to be voted:</i></p> <p><i>Action #1 – GAF Academic Criteria 7/7 yes unanimous vote</i></p> <p><i>Eligibility and Requirement: 3.5 Grade Point Average-GPA (overall or in sequences) Outstanding Academic Performances and Work</i></p>	<p><i>Discussions: Ongoing process Office of Intuitional Advancement (OIA) role in raising money for funding is not the responsibility of this committee but SSAC will assist in the collegiality efforts of the process.</i></p> <p><i>Members agreed.</i></p>

*Number of at least 9 Credits Completed per semester*

*Please select all that apply, at least two:  
Grades in Subjects/Courses  
Program Completion  
Excellent Leadership and Peer Mentoring Skills  
Perseverance, Progress and Potential for Success  
Distinction in Participation of Activities or Projects or Research  
Experiential Learning Opportunity (Service Learning, Field/Clinical work, Internship, Community service, Extracurricular Activities, Commitment to Academic Field)*

*Presidents list: Passed in Senate (100 percent) with outline criteria.*

*Honors conversation: date May 22<sup>nd</sup> 6-7pm*

*Discussed organizing the certificates and committee member responsibility to reduce disruptions for late participants.*

*Duties:  
SSAC Resource group K. Castro will be replaced for this semester and with Theresa Hammonds now an official member of Academic group then Prof. Shaw will be assigned to the resource group subcommittee.*

*Planning for Honors Convocation:*

*Resource group: outline the funding component.*

*Tracking groups: Certificates  
(Chair: Departments are encouraged to send the certificates they would have represented at the Honors Convocation).*

*Members suggest a contingency plan: recommended empty certificates to print for late submitted names.*

*Forms for awards recipients are located online and must be filled out by the coordinators.*

*Resources for certificates discussed: supplies: (member suggested writing a proposal for the certificate for students supported by SGA). Members will collaborate with SGA to*

*Reaching out: visibility group: reach out to students to ensure they are aware of the convocation and inform students to attend. Announce to website and email members suggest, public TV's, invitations sent to students, invitation card, faculty can present to the student's invitation copies.*

*Recipient list: Sarah Brennen will work with the academic criteria to complete the booklet and Ed-*

*February 11<sup>th</sup> the criteria for the certificates should be collected and sent to the tracking committee. Programs and departments such as Library, language cognition, math, English to submit criteria for certificates and the committee members will provide information from their own departments.*

*Deadlines: April 17<sup>th</sup> dates for submission of all recipient's names for awards ceremony.*

*February 15<sup>th</sup>- Designated date for all submissions from departmental for award for the honors convocation.*

*Convocation Booklet printing after spring break*

	<i>tech. Sarah indicated she has already discussed process with Ed-tech and will continued to work with the committee.</i>	
<b>Guest Remarks</b>	<i>n/a</i>	
<b>Subcommittee Members' Remarks and Updates</b>	<p><i>SSAC Resource Group: No remarks</i></p> <p><i>SSAC Tracking Group: No remarks</i></p> <p><i>SSAC Visibility Group: No remarks</i></p> <p><i>SSAC Academic Criteria Group: No remarks</i></p>	
<b>Secretary's Remarks and Announcements</b>	<i>No remarks</i>	
<b>Old and New Business</b>	<i>No remarks</i>	
<b>Attendance and Adjournment</b>	<i>Meeting adjourned: February 11<sup>th</sup> next meeting</i>	<i>Members in agreement</i>