Minutes for the Scholarships and Awards Committee

Date & Time: 5/16/2018 @ 3:20pm
Location: C559
Presiding: Damaris Lois Lang
Present: [need attendance sign in sheet]
Absent: [need attendance sign in sheet]
Minutes Prepared by: Rocio Rayo

Call to Order (3:20pm)
Confirm Quorum (3:26pm)
Acceptance of Agenda - Unanimous (3:30)
Acceptance of Minutes
  Minutes from the first general meeting – Accepted
  Unanimous (3:40)
Honors Convocation
  125 Departmental Awards
  180 Special Awards
  305 Phi Theta Kappa
  Certificates - Departments made aware by SAAC committee that they need to make the own certificates signed by Director or Program Coordinator.
Next year
  Announce the Honors Convocation at the first Spring Chairs and Coordinators Committee Meeting
  Give out details to departments including deadlines and rules for awards in February.
  Give a deadline of April 15th for names of students getting awards.
  Ask for EMPLIDs
Departments are getting certificates and/or medals
Programs are getting certificates and/or medals
Some departments have money to give away
Those departments need to let OAA know

Booklet went around for proofreading

Academic Criteria Group
Make sure that all student names are in the program

We must reinforce deadlines at the Chars and Coordinator committee meetings at the beginning of the Spring semester.

Professors are still submitting names after the deadline.

Dean’s List should be archived.

Resource Group
They are figuring out which people are getting money versus certificates versus awards

Tracking Group
Make sure certificates are printed and signed by the appropriate offices

Jason LIBFELD will add the seal

Visibility Group
Make sure that the students who are being honored know about the ceremony
Create social media
Send emails

Survey
Feedback Survey – Sarah H. to create

Next meeting: Last Week in August