

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