Members in attendance:

1. Martin Stewart (Chair)
2. Marlene Lawson
3. Jeremy Aber
4. Tyler Babb (Recording Secretary)
5. Ayaz Ahmed
6. Joshua Phillips
7. Mary Martin

All committee members have been assigned term periods as follows:

<table>
<thead>
<tr>
<th>1 year members:</th>
<th>2 year members:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jennifer Danylo</td>
<td>Erin McClelland</td>
</tr>
<tr>
<td>Marlene Lawson</td>
<td>Jeremy Aber</td>
</tr>
<tr>
<td>Sid Sridhara</td>
<td>Martin Stewart</td>
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<tr>
<td>Song Cui</td>
<td>Tyler Babb</td>
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<tr>
<td>Mary Martin</td>
<td>Joshua Phillips</td>
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<td></td>
<td>Ayaz Ahmed</td>
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</table>

Decision: The “encouragement” statement has been removed from the eligibility sections for awards.

Decision: For consistency, the name of the teaching award title will be changed to “Distinguished Teaching Award”.

Decision (Teaching Award): After a vote, it was determined that the CBAS Distinguished Teaching Award would have the following eligibility requirement: “one must be a full time faculty or full time temp”. Several committee members believe that FTTs and adjunct/part time classroom instructors significantly contribute to their respective departments and should thus be eligible for the reward. Department chairs are considered “faculty” in this statement.

Nomination Materials: All three of the teaching, service, and research awards will have three required documents for nomination:

1. Letter of Nomination from department chair or department award nomination committee
2. Curriculum Vitae
3. Statement of qualification (Research, Service, or teaching philosophy, respectively)
Topics for the next full committee meeting (Study Day, April 30):

1. Dr. Stewart proposed that ad-hoc committee be created to continue our work in the summer. This smaller committee would not consist of all normal term committee members.

2. It was proposed that each department nominate one person for each of the teaching, service, and research awards. This process will be accomplished by the department chair and/or a separate award nomination committee within that department. This would also provide a reasonable amount of nominees for these three awards.

3. The following items were suggested for the teaching award:
   a. Class observations for all nominees (at least one observation by one committee member per nominee)
   b. A one-time student evaluation specific to this committee for each nominee

4. The committee discussed that letters of support could be useful for the teaching award. Ideas included letters of support from students. However, some committee members are concerned that faculty/instructors requesting letters of nomination from students would not be appropriate.

5. Dr. Stewart will email the committee members the edits to the nomination materials as discussed. Through email communication, committee members will add/edit those documents prior to the next meeting.