Minutes of CBAS Awards Committee, SCI 2004
10:20 a.m. – 11:15 a.m. Wednesday, September 23, 2015

Members in attendance:

1. Marlene Lawson
2. Jeremy Aber
3. Tyler Babb (Recording Secretary)
4. Ayaz Ahmed
5. Joshua Phillips
6. Mary Martin
7. Erin McClelland
8. Jennifer Danylo
9. Sid Sridhara
10. Song Cui

Dr. Stewart was not present at the meeting. At 10:40, the meeting commenced.

The prior CBAS Awards minutes from 9-16-2015 were approved by the committee.

The first priority of the meeting was to finalize the “Dean’s Award for Exemplary Service to the College” as submitted by Marlene.

The committee decided to make the following edits to this award (no final draft created yet):

- Add a “nomination form” to the “Nomination Process” section
- Create an easy to read form for this award, and possibly the others
- The nominator fills out this nomination form, making three required documents for nomination of this particular award
- Allow electronic nominations only
- Create a CBAS Awards email address for nominations, which can then be shared via Dropbox, an established CBAS Awards Web Site, or D2L
- Add a statement including that the current CBAS Awards Committee can make changes to this (and any award) in the future to create a more fluid and effective process
- Under “Nomination Criteria”, ask for one particular stand out example where exemplary service was observed

Other decision(s) made by the committee:

- Include award recipients in the CBAS magazine

The Final Draft of the Dean’s Award for Exemplary Service to the College has not been created yet.

Other issues discussed included:

When the awards should be given: either at the State of the College event in the fall, or another date to be specific to the CBAS awards, in which students would also be invited to attend. This particular issue was not included in the Dean’s original charge. See below.
Creating a calendar for each nomination and award date, allowing enough time for the committee to process nominations properly and award them in a convenient time for all parties. This was included in the Dean’s original charge.

Scheduled for our next meeting on September 30, 2015 at 10:20 a.m.:

- Committee members should look at the College of Education’s “Teacher Hall of Fame” as an example for our CBAS Hall of Fame. It was discussed that perhaps this could be an electronic-only Hall of Fame, or that we establish a display on campus, perhaps in the new science building, to display these awards.

- The Public Service award will be completed by the end of this meeting. Members are encouraged to review all prior work on this award and come prepared to finalize this award.