CBAS Awards Committee Minutes

Friday, November 4, 2016, SCI 2004

Members in Attendance:

1. Erin McClelland
2. Irina Novozhilova
3. Jeremy Aber
4. Justin Gardner
5. MaryLou Cornett
6. Joshua Phillips
7. Antonio Saavedra
8. Suman Neupane
9. Tyler Babb (Chair)
10. Martin Stewart
11. Ayaz Ahmed
12. Andrew Worsey

Teaching Excellence Award Changes

The nomination form and evaluation process were discussed and many decisions made.

1. The questions chosen for the student evaluations were voted upon and approved for use. The introduction paragraph used in the “Teaching Performance Checklist” will be adjusted and added to the evaluation form (to yes/no responses). There are 19 questions for our evaluation. The Dean will be asked to provide Scantron forms.
2. The presentation guidelines were also edited, and are attached.
3. Finalists will be determined based upon the number of nominees. The committee decided that there will be no more than 6 finalists.

Dean’s Staff Award for Exemplary Service to the College

This award’s nomination form and evaluation process were also discussed, and nearly finalized for the year.

1. The word “volunteer” was removed from the nomination form
2. The following criteria was added (number 5): “Identifies needs and takes initiative to solve problems”.
3. The nomination form was not discussed, but will be emailed to all committee members. It functioned well last year.
4. Evaluation: a rubric has been developed for this award (and others) in which committee members rank each nominee/finalist from top to bottom based upon award
criteria. MaryLou Cornett has developed these and these drafts will be attached in the email (thank you!).

**It was proposed that the committee make some of these decisions electronically. At this time, there are four documents that need final approval/voting, and they are included in this email with edits in red.** Please email me back to vote to approve or further edit the following, by simply referencing the number of the item, and a Y or a N:

1. Teaching Excellence Nomination Details
2. Teaching Excellence Student Evaluation
3. Dean’s Staff Award Nomination Details
4. Dean’s Staff Award Nomination Form

**Planned for our Next Committee Meeting (Thursday, Dec 1, 2016)**

Vote to approve proposed rubrics (3)

Further discussion of CBAS Hall of Fame