Minutes of CBAS Awards Committee, SCI 3004  
Monday, March 14, 2016

Members in attendance:

1. Martin Stewart (Chair)  
2. Marlene Lawson  
3. Jeremy Aber  
4. Joshua Phillips  
5. Tyler Babb (Recording Secretary)  
6. Erin McClelland

Dean Fischer attended and was complimentary toward the committee and the award structure in place.

Jeremy Aber has agreed to check the email address cbasawards@mtsu.edu and to forward all related documentation for nominees to the D2L shell to be reviewed by the committee. Under courses in D2L, the “College of Basic and Applied…Awards Com” should be accessed to see the data.

The recipients must be determined and recommended to Dean Fischer by April 14th to allow time for plaques to be made, as the awards ceremony will be April 22nd.

As a reminder, committee member’s terms of service on the committee are as follows:

**Awards (1-2 year terms)**

- Mr. Ayaz Ahmed - (CIM; 2-year term)  
- Dr. Jeremy Aber - (Geos; 2-year term)  
- Dr. Martin Stewart – (Chem; 2-year term)  
- Mr. Tyler Babb - (Aero; 2-year term)  
- Dr. Song Cui - (ABAS; 1-year term)  
- Ms. Jennifer Danylo (CBAS Staff; 1-year term)  
- Mrs. Marlene Lawson (CBAS Staff; 1-year term)  
- Dr. Mary Martin - (Math; 1-year term)  
- Dr. Erin E. McClelland - (Bio; 2-year term)  
- Dr. Joshua L. Phillips - (CS; 2-years term)  
- Dr. Sid Sridhara - (ET; 1-year term)

To be accomplished:

- Rubrics need to be developed for each award as necessary. Erin McClelland, Tyler Babb, and Ayaz Ahmed will draft rubrics for the teaching, research, and service awards respectively for next Monday’s meeting. Dr. Stewart suggested adding a qualitative element for the judges to allow some flexibility during the judging process.
- Dr. Stewart asked committee members to download all of the current award nomination (requirement) forms and to keep track of edits and thoughts as we progress through the first year.