Minutes of CBAS Awards Committee, SCI 3004
Monday, April 11, 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
7. Song Cui

Seven committee members completed the rubrics and Joshua Phillips was able to consolidate the data into a spreadsheet for review. This helped to make effective use of time during the meeting when selecting the recommended award recipients.

Committee recommendations for award recipients were determined, and Dr. Stewart notified Dean Fischer of the recommendations in the afternoon via email.

Fixes for next year:

- Once again, it was mentioned that in the future it would be easier to select recommended recipients with different data if at all possible. This ideally would be less data to review, but create more scrutiny for review.

To be accomplished:

- A thank you letter should be drafted to send to all nominees thanking them for their submission.
- A notification letter will be drafted for the award recipients, specific to the details associated with their selection. Three committee members volunteered to draft these letters for review at the next meeting.
- A new committee chair for the 2016-2017 academic year must be determined.