Minutes of CBAS Awards Committee, SCI 3004
Monday, April 18, 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

Jeremy Aber has indicated he is willing to chair the committee next year, but a vote will be taken in our first meeting of the fall semester. Also, there will be several openings, as outlined in Dr. Fischer’s email last week.

Notable changes to the faculty teaching award documents were discussed, and the committee decided to:

1. Instead of requiring three separate letters, only require one
2. Ask for an abbreviated CV to focus on teaching
3. Remove the student evaluations from the nomination packet
4. Class visits were also discussed, and will be included for next year’s teaching award. If the committee can get the nomination deadline to March 1, that will leave ample time to split up class observations and include them in the teaching award evaluation. Rubrics could be developed for the observations, and several committee members have examples from their individual departments.
5. The teaching philosophy and teaching load will remain as required documentation.

Joshua Phillips suggested it may be best to work on next year’s award procedures/documentation soon as we are all familiar with the process and will not forget anything for next fall.

It was noted that once someone wins the CBAS distinguished research award, they will never again have a possibility of being nominated. This could be changed according to committee discussion.

Fixes for next year:

• All award documentation and criteria are currently up to review and editing prior to next year.

To be accomplished:

• Dr. Stewart emailed the committee a nominee letter to be sent to all nominees from this year. The letter should be reviewed by all committee members by Wednesday, April 20, so that they can be mailed out (in paper) to all nominees. Thank you to Dr. Stewart and Mrs. Lawson, as they have volunteered to take care of sending these letters.
• Dr. Stewart has also volunteered to review the University-level award documentation and process to help us improve our procedures/policies for next year.
• Joshua Phillips will evaluate the data from the completed rubrics for the first year submissions to find the critical data that truly separated nominees (thank you too, Josh!).
• The committee must determine if Dean Fischer has notified the award recipients, and send out the letters to all nominees not selected after the winners are aware they were chosen.
• Tyler Babb misunderstood last week’s assignment (doh!) and will create a short summary of the teaching award winner for the award ceremony Friday (also attached in email). This will be emailed to be included with the others for Friday’s ceremony.

As of April 18, 2016, there are no additional meetings scheduled for the CBAS Awards Committee. Members are encouraged to attend the ceremony on Friday, April 22 from 2:00 – 4:30 in the JUB, Tennessee Room. Dr. Stewart mentioned that Dean Fischer may want to recognize the committee.