Minutes of CBAS Awards Committee, SCI 3004  
Monday, April 4, 2016  

Members in attendance:  
1. Marlene Lawson  
2. Jeremy Aber  
3. Joshua Phillips  
4. Tyler Babb (Recording Secretary)  
5. Erin McClelland  
6. Ayaz Ahmed  
7. Song Cui  

There are multiple submissions for all awards except the faculty service award (0) as of today.  

The committee felt that we should be able to select the award recipients by the end of the meeting next week (April 11th). This will be necessary to forward our recommendation in time to make plaques for the ceremony on April 22.  

Several committee members have received complaints about the submission process for the faculty teaching award (too much preparation/too many materials).  

Fixes for next year:  

- Make the teaching award requirements more discriminatory as to better separate the best from the rest of the nomination pool.  
- If possible, for the teaching award, we would like to solicit for more revealing information, but less of it – Jeremy Aber.  
- One nominee had received the university level research award and was curious if he/she could be nominated for the CBAS faculty research award. All other awards had a disclaimer stating that if the nominee had received the university level award, they would not be eligible for the CBAS Award. This must be added to the distinguished research award nomination criteria.  
- The committee may need to be more specific in terms of “years of employment in CBAS”. The committee decided that one academic year was equal to two semesters, so a total of eight consecutive semesters in CBAS was the intended meaning when stating “four years” on nomination documents. This is not to include summers, but that issue could be debated for next year.  

To be accomplished:  

Committee members must go into the D2L shell and evaluate each nominee for each award using the prescribed rubrics that were emailed by Dr. Stewart last week. Please fill out the rubrics, and email them to Joshua.phillips@mtsu.edu by the end of Friday. He has volunteered to compile all of that information for our final determinations to be made on Monday, April 11th.