

UNIVERSITY SENATE ANNUAL COMMITTEE REPORT

Committee Name: Awards Committee 2016-17

Number of Meetings Held this Year: Two in-person meetings as well as email dialog

Committee Chair: Two Co-Chairs: Esther Mas and Asadeh (Asi) Nia-Schoenstein

Committee Members:

Gary Baker		
Jeanine Dowd		
April Ellerbe		
Yide Shen		

Purpose of/Charge to Committee:

According to the Senate website, the authentic definition of this committee states: "Selects the students, whose names are submitted as nominees by their sponsors to receive honors for outstanding achievement in various areas, most of which are related to the curriculum." These awards include three University-wide Awards by Nomination: The Robert D. Bole Humanitarian Award; the James M. Lynch, Jr. Courage in Adversity Award and the Thomas E. Robinson Leadership Award. However, for the second consecutive year, this committee was charged with the solicitation, processing and prompt delivery of 81 Medallion Awards and certificates, which are "Recognizing graduating students' academic excellence and service."

First, and foremost, we would like to thank our committee members for their collaboration. We would also like to extend our gratitude to Eve Sledjeski for managing and sharing with us one centralized awards list from all colleges, and to Kathleen Taddei, who volunteered to convert nearly 80 selection forms, sponsorship forms and nomination forms from pdf format into word documents and who assisted in most of the Medallion pickups. Finally, additional thanks to Suzanne Flynn and Kathryn Quigley, who answered countless questions, as well as to Bill

SUGGESTIONS & RECOMMENDATIONS 2016-17

SUGGESTIONS:

- Encourage departments who pay annually to consider making their awards perpetual.

- Accept any new awards as perpetual status only which will make bookkeeping easier and eliminate paperwork.

RECOMMENDATIONS:

Assuming recommendations include stronger advice than suggestions, ours include:

- The University Senate Committee should continue handling the three university awards by nomination and work with Gary Baker (see below).
- Start the Medallion process at the **beginning of November** to make initial contact with all deans and departments and ensure a smooth process and professional medallion delivery.
- This **University-wide, important service** is an **administrative duty**. It is a very intricate, left-brained, detail-oriented and time-consuming activity spanning over many months. Thus, an extremely **organized manager** with professional, secretarial assistance is required to handle this job properly.
- If faculty is chosen next year again to serve in this position, release time should be given in addition to secretarial support.
- The committee will benefit from Gary Baker's (Assistant Director of Orientation and Students Leadership Program) continued, tireless contribution regarding the Recognition and the University-wide Nomination Medallions. These awards include:
 - Robert D. Bole Humanitarian Award; James M. Lynch, Jr. Courage in Adversity Award; Thomas E. Robinson Leadership Award; Lawson J. Brown Senior Scholarship Award – 4.0 GPA
 - Kathleen M. Murry Academic Excellence and Service Award
 - Earl W. Hinton and Dolores Copeland Award for Volunteerism
 - Larry Thomas Medallion Award
 - Nancy Fox Award for Embracing the Rowan Spirit

Esther and Asi will be more than happy to assist and train the new person/-s next year to guarantee a seamless transition into this important service. Thank you!

Esther Mas and Asadeh (Asi) Nia-Schoenstein (Co-Chairs) April 16, 2017

Freind who, in time of urgent need, supported us through this important, University-wide mission day and night, by answering endless email dialog. Considering this project did not start until February 27, 2017 and we (Esther and Asi) were both completely “new” to the Medallion process, we would have not made it without everybody’s help during this 11th hour. So, thank you, danke, gracias and merci for this excellent team effort.

The committee communicated with colleges and departments, distributed information and forms, took care of a broad spectrum of budgetary concerns, ordered the medallions, provided certificate paper, proofread medallion recipients’ names, and served as delivery service between Pitman jewelers and the central Medallion pickup location at Rowan University. The committee also reviewed, discussed, selected and notified (thank you, Gary Baker) the recipients of the University-wide Awards by Nomination.

P.S.: The committee did not post (but should have posted) detailed information on the web this year because of the use of other channels of communication and time constraints.

Summary of Activities this Year:

- The committee met in its existing form on February 27, 2017, to elect two co-chairs and to receive the task at hand. We were already three months behind! During the following weeks, all of the new members tried to learn the process as well as possible, while completing a large variety of duties, with multiple bumps in the road. Specifically, selection forms were emailed to the respective colleges and contact persons. For nonperpetual awards, a sponsor form of payment was attached. Deadlines were set and one point person was chosen to communicate the awards to Pitman Jewelry Shop. We felt much pressure as we were not familiar with the process and worried about too tight deadlines that would result in additional pressure on the jeweler.
- A spreadsheet was updated as selection forms were submitted. All names were checked and confirmed for eligibility against the graduation list.
- Gary Baker posted online nomination information for the special University-wide Awards by Nomination (humanitarian, courage and leadership) and made them available to the committee for evaluation. On March 24, the committee met and nominated the winners. As in the previous year, Gary took care of notifying winners and was responsible for their delivery.
- Gary handled nomination, delivery and processing of five recognition medallion awards.

Summary of Activities this Year (cont'd.):

- Certificates were printed, signed by one of the co-chairs and delivered to the President's office for signing.
- Medallions and certificates were delivered to the different colleges in time for the respective events.

Pitman Jeweler deserves a medallion for putting up with our short notice and resulting panic. Jeff and his team are true professionals!

Esther Mas and Asi Nia-Schoenstein (April 16, 2017)