Committee Name: Medallion Awards 2017-18

Number of Meetings Held this Year: at least five in-person meetings as well as countless email dialog
Committee Co-Chairs: Esther Mas and Asadeh (Asi) Nia-Schoenstein
Committee Members:

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<th>Name</th>
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<tr>
<td>Esther Mas Serna</td>
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<td>Asadeh Nia-Schoenstein</td>
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Purpose of/Charge to Committee:
Dr. Newell, Bill Friend, Esther and I decided in a meeting in May 2017 to form a new Medallion Awards committee that would separate the processing and production of the annual Medallion Awards from those handled by the University Awards Committee (see Senate website). Esther and I became the Medallion Awards coordinators for the academic year 2017/2018. We solicited, processed and delivered 84 Medallion Awards, which recognize “graduating students' academic excellence and service.” We also processed and produced the seven Medallions for the University Awards committee and delivered in a timely manner.

Summary of Activities this Year:
First, Esther and I would like to thank Donna Ennis and Kathleen Taddei who handled the Medallion payments and ensured Pitman Jewelers would be paid in a timely manner. Thanks to Lori Marshall (University Publications) who provided us with a new and better certificate template we forwarded upon request. Finally, thank you to Jeff and his team at Pitman Jewelers who did a marvelous job again this year and remain true professionals!
We began to communicate with colleges and departments in November 2017 and then received a point of contact in each department to ensure a smooth and efficient process. We communicated to them the deadline of March 2, 2018, to make sure every department had sufficient time. Esther and I distributed information and forms, resolved budgetary concerns, ordered the medallions as the selection forms came in, proofread medallion recipients’ names, and served as a delivery service between Pitman Jewelers and colleges.

In the process, departments were reminded of the following:
  - Departments are responsible for notifying their Medallion recipients and sponsors.
  - Those departments that wish to award a certificate along with the Medallion need to use the Medallion Certificate template approved by Lori Marshall.

Our spreadsheet was updated as selection forms were submitted. All names were checked and confirmed for eligibility against the graduation list.

We delivered the Medallions in a timely manner.

Esther Mas and Asi Nia-Schoenstein (April 26, 2018)