

## UNIVERSITY SENATE ANNUAL COMMITTEE REPORT

**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:

Esther Mas Serna		
Asadeh Nia-Schoenstein		

***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)