

## UNIVERSITY SENATE ANNUAL COMMITTEE REPORT

**Committee Name: Medallion Awards 2018-19**

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:***

***NOTE: Since activities were still ongoing by the submission deadline of this report, it is written in present rather than past tense.***

As co-coordinators, for the academic year 2018-2019, Esther and I continue to serve on the Medallion Awards committee charged with processing and production of the annual Medallion Awards. We solicited, are processing and delivering 90 Medallion Awards, which recognize "graduating students' academic excellence and service." These include Medallions for all colleges, the five recognition Awards and the Awards by Nomination. This year, we have created five new Medallions, per request of different colleges.

***Summary of Activities this Year:***

First, Esther and I would like to thank Donna Ennis who is handling the Medallion payments and ensuring Pitman Jewelers will be paid in a timely manner. Thanks to Jeff and his team at Pitman Jewelers who are doing a marvelous job again this year and remain true professionals!

- We began to communicate with our points of contacts at colleges and departments in November 2018 to ensure a smooth and efficient process. We communicated to them

the deadline of March 1, 2019, 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.
- Lori Marshall received the Medallion Award Recipient names and corresponding Medallion names for the commencement booklet in a timely manner on March 13, 2019.
- We are delivering the Medallions in a timely manner.  
Esther Mas and Asi Nia-Schoenstein (April 11, 2019)