

UNIVERSITY SENATE ANNUAL COMMITTEE REPORT

Committee Name: Medallion Awards 2019-20

Number of Meetings Held this Year: at least five in-person meetings as well as countless email dialog

Committee Co-Coordinator: 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 2019-2020, 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 -- depending on the Coronavirus social distancing initiative -- will eventually deliver 93 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. As we are facing challenges due to the ongoing Covid-19 crisis, we would like to thank Joanne Connor, Bill Friend, Sara Freeman, Dianne DiGennaro and Kevin Koett for their support in this year's project implementation.

Summary of Activities this Year:

First, we would like to note, while writing this summary, the below mentioned activities were still ongoing in this volatile environment.

- We began to communicate with our points of contacts at colleges and departments in November 2019 to ensure a smooth and efficient process. We communicated to them

the deadline of March 2, 2020, to make sure every department had enough 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 20, 2020.
- As the university remains closed and all related events including graduation have been cancelled, we have sent an email to all contacts in the colleges asking them to have access to their winners' addresses, should they have to mail them in a timely manner.
- We are in contact with the jeweler whose store remains closed until the State of New Jersey allows businesses to open. He continues to work on engraving the Medallions.
- The process remains fluid. We can begin the pickup and delivery process once the University opens again.

Esther Mas and Asi Nia-Schoenstein (April 14, 2020)