

UNIVERSITY SENATE
ANNUAL COMMITTEE REPORT 2020-21

Committee Name: Medallion Award 2020-2021

Number of meetings held this year: 2 virtual meetings with numerous email conversations

Committee Co-coordinators:

Lauren Banko

Jesse Melvin

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.

The Medallion Awards committee is charged with processing and production of the annual Medallion Awards for the 2020-2021 academic year. During our first year, we solicited, are processing and will deliver 96 Medallions. We would like to thank Esther Mas, Asadeh Nia-Schoenstein, Bill Friend, Kevin Koett, Roberta Harvey, Rory McElwee, Diane Trace, and Patricia Conte for their support in year's project implementation.

Summary of Activities this Year:

First, we would like to note, while writing this summary, the below mentioned activities are still ongoing at this time.

- During our first year in these roles, we learned about the various tasks of the committee from Esther and Asi via email exchange.
- We began to communicate with our points of contacts for colleges and departments in November 2020 to let them know about the deadline of March 2, 2021. The two of us 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.
- We facilitated the creation of 3 new Medallion awards.
- 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.
- This year we implemented a systematic double-checking of information to ensure that the awardee's name matches the name of student in Rowan's database, using a student worker.
- Lori Marshall received the Medallion Award Recipient names and corresponding Medallion names for the commencement booklet in a timely manner on March 29, 2021.
- Lauren Banko has been in contact with the jeweler, Pitman Jewelry, during this time. They had been updated with our list of awardees and the date requested for them by the colleges or departments.

- As neither of us are on campus this semester and many of the contacts are not either, Joanne Connor has allowed the medallions to be kept in the Office of the President for pickup. The contacts are made aware when their awards are on campus and can arrange to have them picked up.
- On April 12, 2021 we sent a report of the medallion recipients to the Rowan Advancement Office.
- Jesse Melvin adopted the new online DCA payment system this year.
- We have proposed a change in student eligibility: students graduating in the summer now have the opportunity to be recognized when they walk at graduation, rather than a year after the fact.

-Lauren Banko and Jesse Melvin (4/27/2021)

SUGGESTIONS & RECOMMENDATIONS

Suggestions:

The following are items we will consider implementing next year if possible:

- Make the award forms more standardized to give them a consistent look. This will make it easier when creating new award forms and updating them yearly.
- In addition, we would like to make the forms editable PDFs for ease.
- We may create a calendar or reminder system for all things due.

Recommendations: None