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MEETING MINUTES
Functions and Awards Committee
February 28, 2017

Present: Tom Johnson, Janell Kolden, Elena Machkasova (Chair), Michelle Schamp, Alicia Schewe, Karen Ellis (ex-officio) Absent: Michael Lackey, Katie Ledermann

Note: the minutes were modified to remove the names and genders of the students under discussion.

The meeting was called to order at 12:00 p.m. by Elena Machkasova. Karen Ellis volunteered to be note-taker.

1). Minutes from the February 16, 2017 meeting were distributed. Motion by Tom Johnson to approve; seconded by Alicia Schewe; unanimously approved.

2). Review and action on 2017 Scholar of the College nominations. Nominations were submitted through a Google form with committee members indicating: “recommendation/to discuss/non-recommendation” on each student. (Some committee members found the form to be cumbersome and difficult to use in reading individual nominations; Elena indicated that using the new Google Forms (for next year) will allow for the creation of a single page for each nomination. She also suggested compiling a sample list of representative activities to share with faculty next year.)

Michael Lackey was unable to attend the meeting but emailed questions/reservations about 5 nominees to Elena; other members noted several nominations to be discussed. She noted that there are also several repeat nominations (from 2016) that need to be reviewed (it is possible to receive SOC a second year if there is evidence of new publication or scholarly work). Motion by Michelle Schamp to approve all nominees who meet the criteria for Scholar of the College without discussion; seconded by Janel Kolden; unanimously approved.

Discussion and action on students whose nominations were flagged for discussion.

Student 1 – Received SOC in 2016; the paper on new research cited in their current nomination is under review, but doesn't qualify. However, their poster for 2017 math meeting at UW-LaCrosse and joint math meeting in Atlanta may qualify. Machkasova will clarify that with his nominators.

Student 2 – Does the work cited in his nomination meet the SOC criteria for “an accomplishment accepted for publication or presentation based on a review by experts in the field”? Machkasova will check with his nominators. It's been noted that neither URS nor HHMI poster session qualify as a review by expert by the current URS criteria.

Student 3 and Student 4 – Clarification: do their performances at the Kennedy Center American College Theatre Festival (KCACTF), a national association of undergraduate and graduate educational institutions, satisfy the “review by experts in the field” criteria?

Yes, both were adjudicated by outside evaluators at the festival. Motion to approve both by Michelle Schamp; seconded by Alicia Schewe; unanimously approved.

Student 5 – Received SOC in 2016; two new papers/presentations at national political science meeting cited for second SOC award. Motion to approve by Alicia Schewe; seconded by Janel Kolden, and unanimously approved.

Student 6 – Nominators cite two papers; need clarification on when and where they will be published. Machkasova will confirm with nominators. It's been noted that neither URS not HHMI poster session qualify as a review by expert by the current URS criteria.

Student 7 – Currently has a paper pending with the Butler Journal of Undergraduate Research and another one with Bulletin of Volcanology; if either one is accepted in time, then the student will qualify. Machkasova will follow-up with nominators.

Motion by Michelle Schamp to approve four pending nominations (Students 1, 2, 6, 7) with the **provision** that Chair Machkasova consult with nominators and submit updated information to the committee via e-mail. Motion seconded by Alicia Schewe and unanimously approved.

5). Motion to adjourn; unanimously approved.

Submitted by Karen Ellis