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## Functions and Awards minutes 11/17/2017

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**MEETING MINUTES**  
**Functions and Awards Committee**  
November 17, 2017

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Present: Lisa Bevevino, Bonnie Gulbrandson, Autumn Johnson, Michael Lackey, Elena Machkasova (Chair), Michelle Schamp, Parker Smith, Steven Tetrick, Karen Ellis (ex-officio)  
Visitors: Julia Dabbs, Gordon McIntosh, Bibhudutta Panda

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

1). Chair moved to act on Agenda Item #2 first to accommodate the visitors attending the meeting. Representing a subcommittee of FACPA, Julia Dabbs, Gordon McIntosh and Bibhudutta Panda distributed a proposal for a new award: UMM Faculty/P&A Involvement in Undergraduate Research Activity. The intent of the award is to “recognize faculty and P&A for sustained excellence in mentoring and facilitating these pre-professional activities [research or creative] thus enriching the educational experiences of numerous UMM students.” The award carries a \$1,000 gift; the goal is to select the first winner in 2019. The Dean will be first approached about funding the award and then the Alumni Association if necessary.

Committee reviewed the written proposal (attached), with the following comments and discussion on the award guidelines

*Award Title* [suggestion to add underlined words]: “UMM Faculty and P&A Contributions to Achievement in Undergraduate Research and/or Creative Activities”

*Criteria:* Gordon McIntosh stated that the expectation is that the faculty recipient would be tenured with a long history of working with many students.

*Dossier Guidelines & Selection Process:* Michael Lackey commented that preparing dossiers is a lot of work; when a nominee doesn’t win, but is nominated the following year(s) there is some embarrassment about requesting letters of support. Lackey also asked if there should be more guidance on the nominating letter, such as length? What about self-nomination? McIntosh indicated that an individual can self-nominate. Machkasova stated there is a difference between the two and how the dossiers and supported materials are collected and assembled. She thinks it should be one or the other. What about summary statement?

It’s been suggested that not requiring the summary statement may ease the burden on the nominators and would encourage more nominations.

Consider not having such specific criteria for the review committee; in some years it could be difficult to assemble the committee; alternate wording could be: “representing a diversity of campus research areas.” (Machkasova).

*Dossier Requirements*

#3. Current students should not be asked to write supporting letters because of potential “influence” created by student/faculty relationship. Clarify that there should be no more than five supporting letters. Change “administrators” to “staff.” Add that supporting letters can be from staff and also from colleagues at other institutions.

Other comments: For the first year of the award, consider offering three awards to form a base of recipients to review next year’s nominations (Lackey). This would also generate more visibility for the award (Dabbs). The award will be recognized at the Undergraduate Research Symposium and also at the annual Recognition Dinner in April. A certificate or a plaque is typically presented to award winners at the RD (Ellis).

The subcommittee will incorporate suggestions from the Functions and Awards Committee. After the discussion with the Dean and other necessary parties (such as Alumni Association, if that’s where the funding will be coming from) the updated proposal will be approved by the F&A committee and FACPA, and then submitted to the Executive Committee for action at Campus Assembly, tentatively in the spring.

- 2). Minutes from the October 26, 2017 meeting were distributed. Motion to approve by Michael Lackey with the date correction listed (October 26 rather than October 19). Seconded by Parker Smith and unanimously approved.
- 3). Elena Machkasova distributed a draft email with guidelines for nominating a commencement speaker, for future calls for nominations. The intent is to give them guidelines about realistic and successful speaker nominations. Some wording corrections were made. Michael Lackey requested that the sentence about “famous scientists” be left in the text.
- 4). Committee reviewed the timeline for the Alumni Association Teaching Awards.
- 5). Motion to adjourn; unanimously approved.

Submitted by Karen Ellis

## **DRAFT: Award Proposal for UMM Faculty/P&A Involvement in Undergraduate Research/Creative Activity**

### **Intro:**

One of the distinctions of the University of Minnesota, Morris has been the commitment of faculty and P&A staff in providing undergraduates with exceptional first-hand experiences in conducting research or participating in creative activities. This annual award, in the amount of \$1,000, is intended to recognize one such UMM faculty or P&A staff member who demonstrates sustained excellence in mentoring and facilitating these pre-professional activities, thus enriching the educational experiences of numerous UMM students.

### **Eligibility:**

Tenured faculty, term faculty, and professional and administrative staff salaried through the University and holding a 66 ⅔% time or greater appointment who have demonstrable, sustained evidence of involvement in undergraduate research or creative activities. Previous nominees who did not receive the award may be re-nominated. Previous winners of this award may not be re-nominated.

### **Criteria:**

Nominees will be evaluated on the basis of documentation demonstrating their sustained dedication to and facilitation of research or creative activity opportunities by UMM students. The documentation should provide specific evidence of outstanding performance in one or more --- but not necessarily all --- of the criteria listed below. This list should not be considered exhaustive or restrictive. The selection committee will consider any and all kinds of outstanding contributions to student involvement in pre-professional types of research or creative activity. *The Award will be based on sustained efforts over the course of the nominee's tenure at UMM, rather than on a single accomplishment, in areas such as:*

- student involvement in faculty/P&A research projects/creative activity
- mentorship of students in UROPs, MAPS, or other directed-research projects/creative activities
- mentorship of students in conference participation, creative performances, or exhibitions

Additionally, the dossier will be evaluated with respect to effectiveness, impact, and initiative in the facilitation and mentorship of undergraduate research or creative activity.

### **Dossier guidelines and selection process:**

Nominations, which will occur annually in the fall, can be made by anyone, including the candidate and alumni. A dossier for the award must be completed in partnership between the candidate and nominator. The dossier for the award must be sent electronically to the Chair of the Functions and Awards Committee by the deadline they determine. The Functions & Awards Committee will establish a sub-committee of three individuals, which will include the ACE director, a past or present coordinator of the Undergraduate Research Symposium, and a former winner of this award [in the first year, this will be a designee of the Functions & Awards Committee], taking into account campus diversity. The award need not be made if there are no dossiers that meet selection criteria. The award winner will be formally recognized at UMM's Undergraduate Research Symposium.

**The dossier must contain the following items:**

1. A statement written by the candidate of not more than three pages (using a 12-point font type), presenting the case for the nomination. This statement forms the basis of the recommendation and is extremely important for the review process. It should state the candidate's philosophy towards undergraduate research/creative activities. It should also describe the candidate's qualifications with specific reference to the criteria listed above, whenever appropriate. This statement needs to set out convincingly and in detail the case for the nominee's outstanding and sustained contributions to undergraduate research activities
2. The candidate's curriculum vitae.
3. No more than five supporting letters from students, alumni, faculty, and administrators citing specific examples of faculty involvement in undergraduate research or creative activity in support of the candidate. In most cases, at least three letters from individual undergraduate students, past or present, will be expected to be included among the five, along with at least one letter from a faculty colleague.
4. Supporting documentation of no more than five pages, that includes a list of undergraduate research, scholarly, or creative activities mentored by the faculty member, inclusive of but not limited to published papers, exhibits, performances, conference presentations, UROPs, MAPs, independent and directed studies.

[revised version, 11/7/17]