

9-27-2018

## Functions and Awards minutes 09/27/2018

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**Functions and awards**  
**Sept 27 2018, 11:40am-12:40pm**  
**Welcome Center 210**

Members present: Kellcee Baker, Lisa Bevevino, Andrew Brichacek, Bonnie Gulbrandson, Elena Machkasova (chair), Steven Morgan, Michelle Schamp.

Members absent: Sam Rosemark, Sierra Brown

***In these minutes:***

- 1. *Approval of the minutes from March 23rd 2018***
- 2. *Approval of a draft of the calendar for 2018/19 awards deadlines***
- 3. *Goals for the 2018/19 year***
- 4. *Follow-up on the discussion about the Scholar of the College criteria applicability to Dance***

**Introductions** were made.

**Minutes from March 23rd 2018 were approved** (with abstentions from those who weren't at the March meeting).

The **calendar for 2018/19 awards deadlines** was discussed. The chair briefly explained the committee tasks in relation to each of the deadlines. Spring is a busy time, committee members need to plan for it. Awards deadlines for 2018/19 year were chosen so that the committee can discuss them at the meetings during the community hour. Some adjustments to the deadlines may need to be made closer to the time, but the calendar provides the main timeline. Lists for sending out calls for awards have been discussed: while faculty and staff lists are clear, a students' forum list doesn't exist. There is a unmoofficial list, awards need to be sent there. It's a moderated list. It's unclear how sending reminders and deadline changes would work. There is also the facebook forum where announcements can be posted.

It's been moved and seconded to approve the calendar. The calendar was approved.

The main committee goals for 2018/19 academic year have been discussed. Those include:

- Working on the committee web site. In the previous years there's been several attempts to organize the awards descriptions, forms, and past winners' lists on the web. Notifications of upcoming award deadlines would also be helpful. The transition of leadership in IT hindered progress over the summer. The hope would be to continue that work throughout the year.
- We are working with MEC on changing the nomination process for Bill and Ida Stewart award.

- There is a work in progress on establishing a faculty award for mentoring undergraduate research. This is a joint effort between FacPaac committee and the F&A committee. The proposal went through a consultation with the Dean and Division Chairs. There is still no finalized wording - there is a concern that it easier fits STEM fields than humanities and arts. The main issue, however, is the funding: the Alumni Association has been approached about funding, no answer has been provided yet. In the last year's discussion both F&A committee and FacPaac agreed that establishing an award without funding wouldn't show proper appreciation for mentorship efforts, so we will continue pursuing funding options.
- With Karen Ellis retirement as the special events coordinator and a member of the F&A committee for many years a large number of historic documents (some going back at least 30 years ago) have been stored in the storage room by Louis Lower level. Karen and Elena went through some of these documents, removing duplicates and confidential materials. More work needs to be done; it would be a great student project to go through these materials. Elena contacted Stephen Gross about it.
- Last spring Elena discussed a potential change to Mimi Frenier award with Jennifer Rothchild (GWSS). GWSS and the Social Sciences division would like the award to be awarded every other year. It may also be better to remove this award from the F&A committee purview since the F&A committee doesn't send out the call, get nominations, or decide the winner.

Elena also provided a follow-up to March 23rd 2018 discussion about the **applicability of Scholar of the College award criteria to nominations for Dance**. The committee at the time pointed out that NCUR has a section for dance, so faculty members at the Dance discipline could encourage students to present at NCUR as this would qualify them for SoC (the selection for NCUR is done by experts outside of UMN Morris). A subsequent conversation with Stephanie Ferrian pointed out a problem with this approach - NCUR requires travel, if a student's creative contribution is choreography of a dance, especially for multiple dancers, that would require a group of students to travel - which would be unrealistic logistically and financially.

#### Discussion:

- The F&A committee feels that there should be a way to approve future nominations for dance under the current SoC criteria, even if technically the conference acceptance process doesn't fit the requirements. However, it may be challenging to be consistent with how the criteria are applied to other disciplines.
- Most alarming was that there may be people who present in other disciplines where in practice there is no rejection, and we simply don't know where there is scrutiny of things submitted.

The meeting was adjourned at 12:40pm

Submitted by Elena Machkasova

Approved May 9th 2019

Attachment: Calendar for 2018/19 awards.

Annual Calendar 2018-2019 (DRAFT)

**Deadlines and calls for nominations** (along with any necessary **forms**) are transmitted electronically by the chair.

Month	Activity	Comments
September	<p>Chair sets date and time, calls first meeting.</p> <p>Discussion areas for this semester:</p> <ul style="list-style-type: none"> <li>● Setting dates for the awards</li> <li>● Discuss mian agenda items for the year</li> </ul>	
October	<p>Fall awards process begins:</p> <ul style="list-style-type: none"> <li>● UMM Alumni Association Teaching Award - call for nominations</li> <li>● UMM Distinguished Research Award – call for nominations.</li> <li>● 2020 Commencement Speaker – invitation to junior class, faculty and staff for nominations for 2020 commencement speaker.</li> </ul>	<p>Explanation:</p> <p>Commencement speaker nominations are provided to the chancellor for her planning.</p>
November	<p>Call for nominations for the Bill &amp; Ida Stewart Diversity Award is sent out, nominations are due Mon Feb 25th.</p> <p>UMMAA Teaching Award nominations (names only) due November 16th (Fri).</p> <ul style="list-style-type: none"> <li>● Reminder emails</li> <li>● Answer questions of UMMAATA committee chairs, make certain each committee has at least one faculty member and one student on committee roster.</li> <li>● Each nominee receives memo ensuring they are aware of their nominations.</li> </ul>	<p>Only names for UMMAATA are due on November , the dossiers due Friday, February 8th, 2019.</p> <p>Only names for Distinguished Research Award are due Friday November 16th. Dossiers are due Friday February 22nd.</p>

	<ul style="list-style-type: none"> <li>• Each committee chair receives complete instructions for dossier preparation and clear information on due dates.</li> </ul> <p>Distinguished Research Award:</p> <ul style="list-style-type: none"> <li>• Emails to the nominators/nomination committees with instructions on dossier preparation.</li> <li>• The F&amp;A committee chair invites faculty to serve on the selection committee as specified in the award statement.</li> </ul> <p><u>Scholar of the College</u> call for nominations is sent to faculty Monday after Thanksgiving (Nov 26). Due date: Friday, February 22 (Note: campus assembly is tentatively scheduled for Tuesday, April 2).</p>	
December	Reminders are sent prior to the holiday break re: dossiers due shortly after classes resume in January.	
January	<p>Classes resume Tue January 22.</p> <p><u>Reminder about Scholar of the College</u> call for nominations is sent to faculty Thursday January 24. Due date: Friday, February 22.</p> <p>Call for nominations Thursday January 24: Edson Award, Morris Sustainability Leader &amp; Champion Award, Mary Martelle Award, Edith Rodgers Farrell Memorial Award. Due March 15 (Friday before the break).</p>	
February	<ul style="list-style-type: none"> <li>· Reminder emails for SOC (how many are too many)</li> </ul> <p>UMMAATA dossiers are due February 8th, the F&amp;A committee meets on Feb 14th to determine the award winner.</p> <ul style="list-style-type: none"> <li>· <u>Scholar of the College due date: Friday, February 22</u></li> </ul>	<p>Meeting Feb 14: UMMAATA teaching award discussion.</p> <p>Meeting Feb 28: Scholar of the College.</p>

	<p>o SOC nominations file will be created ASAP and committee given access.</p> <p><u>Scholar of the College decision date: Feb 28 (some odds and ends may need to be handled later).</u></p> <p>Dossiers for Distinguished Research Award are passed to the committee.</p> <p>Bill and Ida Stewart Diversity Award dossiers due 2nd Monday in February (Feb 12th). F&amp;A confirms the awardees.</p>	
March	<p><u>Spring break: March 18-22</u></p> <p>Edson Award, Morris Sustainability Leader &amp; Champion Award (passed to the Green Team), Mary Martelle Award, Edith Rodgers Farrell Memorial Award due March 15th.</p> <p>Curtis H. Larson Award (Senior Commencement Speaker): nominations open March 4, closed March 8. Ballot opens March 26, closes March 29 (Tue - Fri).</p> <p>Edith Rodgers Farrell Memorial Award – faculty jury determined; Mary Martelle Award - jury determined. Jury decides the awardees.</p> <p>The F&amp;A committee determines the winner of the Edson award.</p> <p>Mimi Frenier Award – call for nominations (Garavaso??)</p>	<p>Senior Commencement Speakers Ballot: Top names from the original request for nominees are included on a ballot for final approval by the class. Top votes are sent to the chancellor.</p> <p>Meeting:  March 14: Larson short list.  March 28th. Edson, Mary Martelle subcommittee, Edith Rodgers Farrell jury.</p>
April	<p>Faculty and Staff Recognition Dinner: April ?? , 5 p.m.</p>	
May	<p>Last Day of Classes: May 10  Honors and Awards Ceremony, 7:00 p.m., May 17</p>	

	Honors Recital Commencement: May 18	
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