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Functions and Awards minutes 08/31/2016

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MEETING MINUTES
Functions and Awards Committee
August 31, 2016

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

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

- 1). Committee members introduced themselves.
- 2). The chair distributed a calendar of key dates for campus awards nominations/notifications for 2016-17. The committee reviewed and discussed the calendar. It was approved with a few minor corrections and notes of dates that need to be confirmed. The chair noted that the current calendar should be considered a draft, with revisions and updates to be made as needed. Motion to approve the calendar by Elena Machkasova; seconded by Michelle Schamp and unanimously approved.
- 3) Functions and Awards Web Page. The chair informed the committee that as the campus transitions all webpages to Drupal now is a good time to refocus on the F&A webpage; she has been in contact with Matt Zaske in Information Technology about this process. In addition to current information and appearance, the benefits and improved functionality are: easy searches, an embedded calendar that will generate reminders, including to Google calendar; links to information about each award, deadlines, and electronic nomination/submission. The F&A webpage subcommittee can work on this and bring suggestions and a prototype to the larger committee. Elena suggested having a first-draft prototype ready to review by late October.
- 4). The committee received a petition from a student requesting retroactive consideration for inclusion on the Dean's List from spring semester 2016. The student withdrew the class after the 2 weeks drop deadline due to the professor not providing good quality education in the class, thus the student failed to satisfy criteria 4 for the Dean's list. The committee reviewed and discussed the petition but concluded that the student's circumstances were not substantiated and even if they were, they did not fall under either one of the exceptions listed as the reasons in the petition conditions (neither an illness, nor an emergency).

The committee also noted that it would have been useful to know if the student dropped below the 12 credit minimum by withdrawing from the class since in this case they would have also been in violation of condition 2.

- 5). Motion to adjourn; unanimously approved.

The chair will schedule additional fall meetings.

Submitted by Karen Ellis