Agenda
Student and Faculty Honors Committee
January 14, 2005
8:30-10:00 a.m., 130 Hullihen Hall

1. Selection of day’s recorder

2. Approve minutes of **December 03, 2004**

3. Continue tasks from the last meeting
   - List of major unfinished business from 2003-2004 (as described in the May 14 minutes and 2003-2004 Annual Report; reports from team leaders)
     - Reconsider criteria for eligibility for Excellence Awards, including making Aerospace faculty eligible (Phil?)
     - Determine duties/activities of award recipients and incorporate this info into notification letters (Bob?)
     - Work with Public Relations to make sure that letters to student award recipients say what they are for and who sponsors the award (Katharine?)
     - Report on the replacement of web designer so can finish “recipients” section, correct rotation of pictures, and more fully automate Excellence database system (Linda)
     - Reorganize secure section of committee website (Linda?)
     - Determine with Faculty Senate who has which responsibilities for technical and administrative matters of the committee (Mohsen)

4. Alison Award—Continuation of last meeting’s discussions
   - New draft checklist for submitting dossiers (see last page of **May 14, 2004** minutes)
   - Change timing of invitations, selection, and notification?
   - Finalize the invitation to faculty
   - Finalize the invitation to **deans and chairs**
   - Other ways to increase the number and completeness of dossiers submitted

5. Excellence Awards
   - Review **letter of invitation to students**
   - Review reminder letter to students
   - Discuss publicity in general and for faculty

6. Scheduled committee meetings for Spring 2005, 8:30-10:00 Fridays. The meetings will be held in Hullihen Hall room 130 unless stated otherwise.
   - Feb 11 (finalize Excellence invitations)
   - Mar 11 (Select Excellence finalists)
   - Mar 18 (Select Excellence winners)
   - Apr 15 (Select Alison winner?)
   - May 13