Agenda
Student and Faculty Honors Committee
April 19, 2002
1:30-3:00 p.m., 105 Hullihen Hall

1. Debriefing on solicitation and selection process for teaching and advising awards.
   - Announcements (ads, emails, websites, Channel 2, etc.)
   - Timing (announcements, deadline, review, etc.)
   - Format and content of nomination forms
   - Format and content of reports for committee on nominations submitted
   - Procedures for verifying eligibility of nominees
   - Division of labor in screening for finalists
   - Selection of winners
   - Conflict of interest policy
   - Feedback to nominators
   - Archiving of nominations (form and location, with security an issue)
   - Use of earlier nominations in later competitions (policy and procedure)
   - Documentation of procedures/policies required (e.g., on website)
   - Other

2. Francis Alison Award
   - Review of aims/procedures: [http://www.udel.edu/facsen/excellence](http://www.udel.edu/facsen/excellence)
   - Conflict of interest policy
   - Deadlines

3. Committee projects
   - Policies
     - Criteria for inclusion of awards in Honors Day booklet (beyond 3.0 minimum); general review and reorganization of the booklet
     - Extra-university awards
     - Race-gender restricted awards (carryover from last year)
     - Other
   - Procedures
     - Design and build committee website, public vs. private
     - Revision/testing of teaching/advising awards selection process, including integration of data across years (e.g., Access work)
     - Developing documents to put on website: revise/develop reports of procedures, provide guidance for future chairs/committees (list of duties and deadlines), etc.