1. Selection of day’s recorder

2. Approve minutes of April 15, 2005

3. Set the dates and times for next year’s meetings. The proposed time is 8:30-10:00 a.m. (the usual time and place). The proposed dates (all Fridays) are:

- Sept. 23 (tentative date, may move to October 7)
- Oct. 14 (tentative date, may move to October 21)
- Nov. 11
- Dec. 8
- Jan. 10 (or 17)
- Feb. 10
- Mar. 10
- Mar. 17
- Apr. 21
- May 12

4. Items to report
   a. Steps towards apportioning the committee's clerical and technical work in the future.
   b. Electronic signature put on letters to non-winning nominees of Excellence Awards.

5. Unfinished business
   a. Alison award. Timing of procedures for the Alison Award--should it be changed? Also, were we successful in getting enough good ones this year? Do we need to send feedback to the Deans and Chairs for better packaging of the dossiers for the next year?
   b. On-line excellence nomination forms. The term "solicited" isn't understood by many students. Any other tweaking required?
   c. Inadequate information in awards letters sent to students. Many do not know what their awards were for and who sponsored them. Should we encourage UD to put descriptions of the awards on a website?