FACULTY SENATE COMMITTEE ON STUDENT AND FACULTY HONORS  
December 12, 2003

MINUTES

130 Hullihen Hall                          8:30-10:00 a.m.

Members Present: Linda Gottfredson (Chair), Darren Beck, Philip Flynn, Pablo Huq, Dennis Mertz, Shelley Provost-Craig, Carl Toensmayer, Diane Wright

I. Selection of day’s recorder.

II. Minutes of November 14, 2003 approved as written.

III. Chair’s report of activities/events since last meeting

A. Technical support for committee. Linda will be meeting next week with a team assembled by Mary Martin to discuss how her Office might provide assistance in revising the website and perhaps automating the few remaining non-automated tasks in the Excellence database system.

B. Proposal to COCAN for enlisting student members. COCAN chair Carmine Balascio replied that COCAN would be happy to have our assistance with recruiting undergraduate students. We will send him our nominations and he will then run them past COCAN for comment and/or approval. He doesn’t anticipate any routine objections to our nominees.

C. Meeting with secretary of Alison Society. Gerard Mangone has requested that Linda provide him “talking points” for his discussion with Provost Rich prior to the Provost’s meeting with the deans in mid January. The committee developed a series of talking points, included here as Attachment A. Linda will be meeting with Mangone on December 18 to discuss them. The concern is how to get more and better substantiated nominations from the deans.

IV. Review of projects

A. University Honors Day program booklet. The subcommittee now has information from all units about their awards. Work continues in revising the structure of the University Honors Day booklet. Discussion continues on potential changes in the criteria for including awards in the booklet.

B. Website content. Phil Flynn provided a draft of the text to be displayed on the public site for the Alison and Excellence Awards. The committee suggested a few revisions.

C. Website structure. The website structure team reviewed the problems they found with the draft website and suggested how it might be revised. Their outline is appended below as Attachment B.
V. Other tasks there wasn’t time to discuss (again)

   A. Eligibility criteria for Advising Awards
   B. Eligibility of Aerospace faculty

The meeting was adjourned at 10:00.

Respectfully submitted,
Linda S. Gottfredson
Attachment A (12/12/03 minutes)
Talking Points About Francis Alison Faculty Award
December 18, 2003

1. SFH Committee’s Major Problem
   a. SFH gets very few dossiers for the Alison Award each year (usually 4-5).
   b. Of these, only about half provide full and complete documentation (dossiers are not as good as the candidates).
   c. Past several year’s efforts to clarify requirements and communicate to deans has not improved the situation much

2. Committee’s Questions
   a. Do the deans care about the award?
      i. If no, why not?
      ii. If yes, what can be done to improve the number and quality of dossiers? (see below)
   b. Why should the deans care about the award?
      i. Internal rather than external?
      ii. High enough profile and prestige?

3. Committee’s Past Efforts to Improve Submissions
   a. Clarified criteria for award
   b. In letter to deans, clarified what dossiers are to include

4. Committee’s Further Thoughts and Efforts Re:
   a. Deans
      i. Deans “take ownership” and encourage good submissions
      ii. Deans give responsibility for dossiers to an associate dean
      iii. Associate deans work with/be trained by SFH committee
      iv. Advise SFH committee on optimum information pathway, problems, etc.
   b. SFH Committee
      i. Now creating a website where all criteria and instructions will be available to UD community. Include a checklist to be submitted with the dossier.
      ii. Will clarify information for faculty and chairs, and send paper rather than email invitation to submit
      iii. Website will feature faculty awards, including Alison Award (hall of fame sort of thing), linking to UDaily articles
      iv. Could send a joint letter with Alison Society to deans this year asking for their participation/support and clarifying the process
   c. Alison Society
      i. Could encourage and assist submissions, increase awareness of Alison Society, etc.
      ii. Give any ideas to SFH committee
      iii. ??
Appendix B
Student and Faculty Honors Committee
Proposed changes to the Excellence Database and Committee Website
Respectfully Submitted by Darren T. Beck, Diane Wright, and Dennis Mertz

Website

- **Change Pathway** – The site is difficult to find without the specific address. Example: when using the udel.edu search for honors, faculty senate honors committee, honors and awards etc. the browser will offer a long list of various websites which are not links to the website

- **Speed Links** – The site slows down when more than one person is logged on – this may be due to the amount of outdated links to information from past committees

Homepage

- **Autofit**
  - The homepage when opened on different screen sizes will show an inordinate amount of white border surrounding the page – this needs to automatically enlarge to fit larger screens

- **Change Title Banner**
  - Shrink the Faculty Senate Honors and Awards Committee to a smaller print in the upper left hand corner near the UD logo (we feel that this is misleading to the students and faculty that are looking to make a nomination, it looks as though one has reached a website specific for the committee)
  - Change main heading in the title banner to something simple and recognizeable – Example: Welcome to the Excellence in Teaching Awards Homepage

- **Add pictures**
  - Current winners of awards with some explanation of who, what department, first time or multiple winner etc.
  - Type of award and key characteristics of award recipient which made them the award winner
  - Pictures should rotate every 5–10 seconds or so depending on the amount of text which accompanies the pictures
  - Important to note the dollar amount of the award to generate some interest or “buzz”
  - Mentor’s Circle and an explanation of the honor (ie.having a brick placed in the circle with the award winners name etc.)
    - *A picture of mentor’s circle would make and effective background for the homepage*

- **Make Deadlines Visible**
  - Place the deadlines for nominations at the bottom of the homepage
Links (on left side of page)

- **Submit Now Link**
  - The submit now link should drop down to show the options for submitting a nomination
    - Alison award
    - Excellence in advising
    - Excellence in teaching for professors
    - Excellence in teaching for teaching assistants

- **About Committee Link** (existing)
  - Information about the committee
    - Mission
    - Authorities
  - Keep existing information within the about committee link
  - Finish content on unfinished headings

- **Hall of Fame Link** (*for lack of a better title*)
  - The existing list of all past recipients is a word document, this should be changed to an html site
  - This html site should be able to be navigated based on year, department, and award title so multiple groupings can be found
  - Links to the UDaily for the full articles of past winners should be posted for each group of winners
    - (note: UDaily also has the Alison award winners articles available)
  - Make note of the multiple winners of awards in the listings

- **About Committee Link**
  - List all current members of the committee
  - Make all email addresses actual links to sending mail

- **Form Example Link**
  - There should be examples of nominations
  - There should be examples of dossiers for nominations for the Alison award due to the amount of incomplete dossiers for the award

Links (upper right corner of page)

- Remove extra links to search, find it, etc.
- Add Committee Login link
- UD home link should stay
- Faculty Senate link

Application of Nomination Login
• Once one is logged in to make a nomination there should be a listing in bullet form of the basic criteria for nominations
• This simple criteria headings should be links to further explanations in greater detail