Faculty Senate Committee on Student and Faculty Honors  
February 13, 2004

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

Members Present: Linda Gottfredson (Chair), Christina Smiraglia, Carl Toensmayer, Philip Flynn, Dennis Mertz, Darren Beck, Lilly Burris, Pablo Huq, Katharine Kerrane, Diane Wright, Bob Davis

I. Selection of day’s recorder.

II. Minutes of December 12, 2003 approved as written.

III. Chair’s report of activities/events since last meeting
   A. UD outside counsel’s assessment of race-based awards. Linda reported that outside counsel has determined that race-based awards are permissible if privately funded. They are not legal if funded by the University. It is up to the committee to decide if it wishes to accept privately funded race-based awards for inclusion in the Honors Day booklet. Linda asked the Honors Day booklet subcommittee to meet before the next full committee meeting, discuss this issue and make a recommendation to the full committee.

   B. Web site progress. Linda reported that there has been a slight delay in the web site updating because the graduate student assigned to provide technical assistance has another job. Linda reported that she notified students who graduated in January that they could submit teaching and advising nominations. This was a long, complicated process involving getting names from the Registrar’s Office, sending specific emails, and then weeding out nominations for ineligible faculty. The results of this special effort were 7 teaching and 1 advising nomination. Linda recommends that we not do this special solicitation in the future. Many January graduates will receive the regular February solicitation because their email privileges continue into February.

IV. Review of projects
   A. Web site review. The committee was very pleased with the design of the site. Diane made several suggestions to add more information to main pages, in order to eliminate clicking onto subsequent pages. Bob suggested that the awards be consistently listed in the following order: Alison, Teaching, Advising, to reflect the order of importance of the awards.

   B. PR for the awards. Linda plans to email all UD students. Katharine will email all UHP students. Linda will see that the information appears on UD daily and Channel 2. She also will work with Alumni Relations to see that alumni are notified. Linda plans either to email department chairs or perhaps office secretaries instead. She discussed that the committee might want to email presidents of student organizations in the future.
C. Review of web pages. The committee reviewed the content of the welcome page, and everyone thought it looked fine. The committee reviewed the content of the awards page. Katharine suggested a sentence on the teaching and advising deadlines: “Students, faculty and alumni submit online nominations by March 1,” which makes the nomination process a little clearer. A number of pages are still under construction. The “About the Committee” page has a number of errors: Christina’s and Katharine’s names are misspelled, and Diane’s email address is incorrect. Linda asked the committee to review the entire site looking for mistakes, and notify her about needed corrections. Linda already has a list of corrections she knows need to be made.

D. Timetable for teaching and advising award nominations and notification. Linda is hoping that the main web pages will be up by 2/13. The deadline for submission of nominations for the teaching and advising awards is March 1st. By March 2nd Linda hopes to get all the nomination information to committee members, with information about who is on which reading team. Each team will submit a list of finalists. The committee will meet to review and vote on finalists. Names of the finalists are due March 20th.

E. Need for ongoing competent technical support for timely updates. Linda mentioned that the committee must have certain crucial updates done in order to continue to function effectively online. The committee discussed need for some basic information about the committee (members and charge) to reside on the Faculty Senate home page with a link to our web site. Linda mentioned that while the entire Faculty Senate would like to operate by using web technology, we are the first committee to do so. The Faculty Senate needs to develop a mechanism to provide technical support for the committees. Linda said that she will discuss this concern with the president of the Faculty Senate, Karen Stein.

F. Web site content sub committee. Linda requested that the web site content subcommittee review the eligibility criteria for Advising Awards and the eligibility of Aerospace faculty and make a recommendation to the whole committee.

The meeting was adjoined at 10:00
Respectfully submitted,
Katharine C. Kerrane