Approval of Minutes: A motion to approve the minutes was made by Mary Crook and seconded by Melissa Martino. The motion carried.

• **Academic Affairs Excellences Awards nomination process**

- Academic Affairs does not act on nominations until mid-March.
- Even though nominations were due November 19, they won't be reviewed until then.
- Once Joanne and Stacie are chosen, the nomination will be sent to Academic Affairs.
- The nominee will be copied on the submission.
- Academic Affairs must approve the nomination and will then contact the nominee to submit materials.

• **Committee chair**

- The returning member was nominated (in absentia) to serve as chair.
- No formal vote is required; members agreed.
- The chair role is appropriate given the individual's background.

• **Awards and nominations**

- Outstanding Program Major:
    - One undergraduate per program.
    - Selected by the Recognition and Scholarships Committee.
    - This is the major college-level award sent to Academic Affairs for university-wide consideration.
    - Voters with nominations must recuse themselves.
    - Nominees will submit brief blurbs for consideration.
- Programs may optionally select their own outstanding cohort member, but this is separate and not required.

• **Other recognitions**

- Outstanding Partner in Teacher Preparation:
    - Not an annual award; given only when a suitable nominee exists.

- One nomination has already been submitted independently.
- A broader call for nominations will be sent to see if there are others.
- If no additional nominations come in, that is acceptable.
- Janet Glover Recognition:
  - Also, not an annual award.
  - EDUC faculty typically submit nominees.
  - An email will be sent to EDUC instructors clarifying that nominations are encouraged but not required.

• General guidance

- Awards should not be given just for the sake of giving them.
- It's acceptable to have no recipient if no strong nominee is identified

• Program-specific student recognition

- Middle Grades recognizes students for professional development.
- Special Education has additional recognition options (Beth Graham and Shannon Thunderbird).
- Since the COE showcase and Centennial celebration no longer exist, all program-specific awards are handled within individual program celebrations.
- Program awards do **not** need to be recognized at the COE send-off.
- Only students selected as **Outstanding Program Major** and then chosen by Academic Affairs for a **university-wide award** are recognized at the send-off.

• Nominations and deadlines

- All nominations are due to the Recognition and Scholarships Committee Chair by **February 15**.
- Sending the nomination email now allows sufficient time.
- Although originally planned for January, the timeline is still workable.
- The committee will meet again in **February** to review nominations.

• Awards clarification and streamlining

- The awards list in Teams reflects an updated, streamlined version.
- Some older awards/categories no longer exist.
- **Outstanding Program Majors** feed into the selection of the **COE Outstanding Undergraduate Student**.
- There is no separate nomination process beyond this.
- The COE Outstanding Undergraduate Student is selected from the Outstanding Program Majors.

• Documentation

- A clean, updated hard copy of the awards list will be uploaded for reference.

- The timeline may need minor edits for clarity but reflects current processes.

• COE Send-Off event

- Date is proposed **for May 6** (last day of classes, National Teacher Day).
- Tentative time: **5:00–6:30 PM**.
- Program-specific celebrations will be scheduled independently by each program.
- More detailed planning will occur in **March**, once cohorts have been consulted.

• Next steps

- An email call for nominations will be sent to the faculty.
- The next committee meeting is tentatively set for **February 23**, pending final agreement.

• Meeting timing

- The meeting start time was adjusted from 10:00 to **10:15** to accommodate overlapping meetings.

• University scholarships review

- Scholarship materials were not visible yet in the folder.
- Last year, scholarship reviews did not open until **February 24**, which may explain why nothing is available yet.
- A list of approximately **41 scholarships** was shared.
- A rubric may have been used last year, but it is not currently available.

• Scholarship review process

- Scholarships are grouped and assigned unevenly among reviewers.
  - Some reviewers may receive fewer scholarships with many applicants.
  - Others may receive more scholarships with fewer applicants.
- Reviewers individually decide how to allocate funds within each scholarship group.
  - Funds may go to one applicant or be split among multiple applicants.
- Allocation decisions will be discussed further closer to the **February 23** review meeting.

• Meeting minutes and documentation

- Meeting minutes from the previous meeting uploaded in teams

• Program recognition responsibilities

- Program recognition is handled **individually by each program**.
- Programs manage their own awards, certificates, and celebration details.
- Practices vary by program (formal certificates, printed awards, gift bags, etc.).
- There is no standardized COE-wide process for program-level recognition