John H. Lounsbury College of Education
Recognitions & Scholarships
Committee Bylaws

Recognitions and Scholarships Committee	
Purpose: facilitates the recognition of outstanding COE students, faculty, staff, and community partners; selects student recipients for COE scholarships	
Meets: monthly	
Membership: 2 faculty from TE; 1 faculty from PLI, 1 staff member, Dean's Office Assistant, Associate Dean	
Members	**3-year terms:**
Melissa Martino (TE)	2024-2027
Nicole DeClouette (TE)	2026-2029
Alex Berglund (PLI)-Chair	2025-2028
Doyin Coker-Kolo(Associate Dean)	term does not expire
Valancia Devereaux (Admin Assistant Dean's Office)	term does not expire
Cheri Fulmer (Office Coordinator; Dean's Office)	term does not expire

ARTICLE I. NAME

Section I. The name of this committee shall be known as the **Recognitions & Scholarships Committee.**

ARTICLE II. PURPOSE

Section I. The purpose of the RSC has been established as follows:

- **Facilitate** the recognition of outstanding College of Education students, faculty, staff, and community partners.
- **Advise** faculty on:
    - Academic Affairs Excellence Awards
    - COE (required) Recognitions
- **Provide logistical support** for Program-Specific Recognition Ceremonies
- **Plan and coordinate**:
    - COE (required) Recognitions
    - COE Send-off
- **Select university scholarship recipients**

ARTICLE III. MEMBERSHIP

Section I. Membership.
Membership shall consist of (at minimum):

- Two faculty members from the Department of Teacher Education
- One faculty member from the Department of Professional Learning & Innovation
- Staff member
- Dean's Office Assistant
- Associate Dean

Section II. Voting.

- The Associate Dean and Dean's Office Assistant are permanent, non-voting, members of the committee.
- The staff member and three faculty members are voting members, and they serve three-year terms.

ARTICLE IV. OFFICERS

Section I. Positions/Member Responsibilities:

- Chair shall:
  - Call and preside over meetings
  - Oversee the nomination processes for recognitions
  - Work with mentor leaders/program coordinators to plan Program Recognition Ceremonies
  - Support the Vice Chair in planning the COE Send-off
- Vice Chair shall:
  - Lead meetings in the Chair's absence
  - Plan and coordinate the COE Send-off
  - Serve as Chair for the next academic term
- Members shall:
  - Attend meetings
  - Actively contribute to the work of the committee
- Dean's Office Assistant shall:
  - Reserve spaces for:
    - Committee's monthly meetings
    - Program Recognition Ceremonies
    - COE Send-off
  - Order recognition mementos and printing of certificates
- Associate Dean shall:
  - Collect nominations for the Academic Affairs Excellence Awards and work with faculty to ensure that their application materials are ready to submit to the Center for Teaching and Learning by March 1st.
  - Work with the Dean to schedule his/her contributions to the ceremonies
  - Oversee the adherence to the committee's timeline of responsibilities

ARTICLE V. MEETINGS

ARTICLE VI. AMENDMENT OF BYLAWS

The Bylaws may be amended, repealed, or altered in whole or in part, and new Bylaws may be adopted by a majority of committee members entitled to vote at any meeting.

The foregoing Bylaws were duly adopted on October 11, 2024.