

University Scholarship Excellence Award Committee
Meeting Minutes

Meeting Date: September 30, 2015, 11:00am to 12:30pm

Location: Lutgert Hall 1205

Committee Members: Judson (Judd) Cribbs, Fernando Gonzalez, Russell Hogg, Kimberly (Kim) McDowell, Daniel Rottig

1. Meeting called to order by chair D. Rottig at 11:00am.
2. Chair D. Rottig informed the committee members about conversation with faculty senate president Dr. Shawn Felton regarding revision process for needed guideline changes
3. Committee reviewed and discussed guidelines and recommends the following revisions:

The committee recommends the following, needed revisions and kindly asks the faculty senate to approve them in time for the 2015-16 award application season so that these changes can be incorporated into the 2015-16 award application guidelines and so be effective for the 2015-16 season:

- Review period for scholarly award is suggested to be previous 3 academic years, for upcoming 2015-16 award season with March 14, 2016 deadline for submission of promotion portfolios, the relevant review period would be academic years 2013-14, 2014-15, and 2015-16 (i.e. scholarly activities from fall 2013 until March 14, 2016)
- Committee suggests that faculty nominated for the award should have been on the FGCU faculty for a minimum of 3 years to properly reflect on their scholarly activities and accomplishments while at FGCU, i.e. for upcoming 2015-16 award season with March 14, 2016 deadline for submission of promotion portfolios, with November 6 date to send official call for nominations for this award, faculty should have been at FGCU since the 2012-13 academic year in order to be nominated for the award
- Chair of committee is suggested to become a voting member of the committee (currently, committee chair cannot vote) in order to give committee chair an opportunity to represent his/her college in the vote and so fairly and equitably represent all 5 colleges in the vote
- Committee Membership: In the past 4 years (and likely before), the committee was only composed of one elected representative of each of the 5 college plus, at times, an elected representative of the library. Committee recommends adjusting the award guidelines accordingly and so remove the director of the IRB as well as one recipient of the senior scholarship excellence award as members as these have not been on the committee.
- Committee suggests reducing the waiting period for award recipients from 5 years to 3 years before they can again be nominated for another award
- Committee suggests the use of updated and revised evaluation form for both the junior and senior scholarship awards and reflect these changes in the award guidelines (see revised evaluation forms)

The committee further recommends the following, needed revisions and kindly asks the faculty senate to approve them in time for the 2016-17 award application season (i.e. incorporation into the 2016-17 award application guidelines and so be effective for the 2016-17 season):

Change current award announcement and application dates to:

Timeline	Activity
• Last week of April previous AY (right after celebration of excellence awards in previous AY)	• Provost's office sends out first official call for nominations to faculty, staff, and students
• August 7 or first day of current AY	• Provost's office sends out final call/reminder for nominations
• September 1	• Deadline for award nominations
• October 1	• Deadline for portfolios
• March 1	• Committee communicates award winner to Provost's office and faculty senate president
• April XX	• Celebration of Excellence Awards

This recommendation is based on the following considerations:

- September 1 nomination deadline would allow candidates to clearly reflect on their scholarly activities and accomplishments over the entire period of the past 3 academic years, i.e. for 2016-17 award season with nomination by September 1, 2016, candidates will reflect on their scholarly activities and accomplishments in the full academic years of 2013-14, 2014-15 and 2015-16
- October 1 submission of portfolios deadline would give the scholarship excellence award committee the necessary time to thoroughly review and discuss the portfolios of all applicants and make a decision by March 1
- Communication of the award winner by March 1 would give the Provost's office ample time to prepare award plaques and other customized certificates prior to the April XX celebration of excellence awards event