

Academic Staff Awards Committee
Meeting Minutes
September 22, 2022

Attendance: Emily Kuhnen, Alissa Mathison, Rosemary Stelzer, Jessica Schuld, Kimberly Ryan

1. Call meeting to order
 - a. Call to order at Emily (11:03 a.m.)
2. Introduction of Committee Members
3. Approve Meeting Minutes from June 2, 2022
 - a. Minutes document reviewed.
 - i. Motion to approve – Rosemary (11:10 a.m.)
 - ii. Second – Jessica (11:10 a.m.)
 - iii. Unanimous approval (11:10 a.m.)
4. Vote for ASAC Secretary for 2022-23
 - a. Alissa Mathison nominates Jessica
 - b. Motion to approve – Rosemary (11:12 a.m.)
 - c. Second – Alissa (11:12 a.m.)
 - d. Jessica accepts position
5. Review Committee Bylaws
6. Review 2022-2023 Awards and revise applications as needed
 - a. Regents' Teaching Excellence Awards
 - b. Regents' Academic Staff Outstanding Performance Award
 - c. Academic Staff Outstanding Performance & Service Award
 - i. Not clear if the nominees are notified that they are nominated
 - ii. Make notifying the nominee part of the criteria and procedure
 - d. Academic Staff Outstanding Teaching Award
 - i. Language in evaluation section – motivation for learning – has been unclear and interpreted multiple ways in the past
 - ii. Edit to “fostering student motivation and learning”
 - e. Academic Staff Professional Development Award – Individual
 - i. Additional clarification in Budget: “If the costs of the professional development opportunity are not yet available, costs from a past occurrence of the activity (i.e., conference, etc.) may be used.”
 - f. Academic Staff Professional Development Award – Group
 - i. Additional clarification in Budget: “If the costs of the professional development opportunity are not yet available, costs from a past occurrence of the activity (i.e., conference, etc.) may be used.”
 - g. Approval of all changes
 - i. Motion - Rosemary (12:01 p.m.)

- ii. Second – Kim (12:01 p.m.)
- iii. Unanimous approval

7. Schedule future meeting dates

- a. All set as Teams meetings
- b. **November 17, 2022 at 11:00 a.m.:** Regents' Teaching Excellence Awards (usually due in November)
- c. **February 9, 2023 at 11:00 a.m.:** Regents' Academic Staff Excellence Awards (usually due January or February)
- d. **May 4 and June 1, 2023 11:00 – 1:00 p.m.**
 - i. Academic Staff Outstanding Performance & Service Award and Academic Staff Outstanding Teaching Award (nominations due early April)
 - ii. Academic Staff Professional Development Awards (nominations due late April)
- e. **June 8, 2023 at 11:00 a.m.:** End of year wrap-up

8. Motion to adjourn – Emily (12:01 p.m.)

- a. Second Rosemary
- b. Unanimous approval