

Academic Staff Awards Committee
Meeting Minutes
September 18, 2023
11:00A.M. [Microsoft Teams](#)

1. Call meeting to order.
 - a. Called to order by Jessica (11:01am)
2. Introduction of Committee Members
3. Approve Meeting Minutes from June 12, 2023 (see attached)
 - a. Motion to approve minutes from June 12, 2023 by Kimberly (11:06 am)
 - b. Second Georgia (11:06 am)
 - c. Unanimous approval (11:06 am)
4. Vote for ASAC Secretary for 2023-24
 - a. Jessica nominates Erin for secretary (11:10am)
 - b. Alissa makes motion to approve Erin as secretary (11:10am)
 - c. Second Georgia (11:10am)
 - d. Unanimous approval (11:10am)
5. Review [Committee Bylaws](#)
6. Review 2023-2024 Awards and revise applications as needed.
 - a. [Regents Teaching Excellence Awards](#)
 - i. No updates
 - b. [Regents Academic Staff Outstanding Performance Award](#)
 - i. No updates
 - c. [Academic Staff Outstanding Performance & Service Award](#)
 - d. [Academic Staff Outstanding Teaching Award](#)
 - e. Academic Staff Professional Development Award – Individual (see attached)
 - f. Academic Staff Professional Development Award – Group (see attached)
7. Schedule future meeting dates
 - a. November: Regents Teaching Excellence Awards (usually due in November)
 - i. November 13, 2023 at 11:00am
 - b. Late January / Early February: Regents' Academic Staff Excellence Awards (usually due January or February)
 - i. February 6, 2024 11:30am-12:30pm
 - c. May (2):
 - i. Academic Staff Outstanding Performance & Service Award and Academic Staff Outstanding Teaching Award (nominations due early April)
 1. May 7, 2024 11:30am-1:30pm

- ii. Academic Staff Professional Development Awards (nominations due late April)
 - 1. May 21, 2024 11:30am-1:30pm
 - d. June: End of year wrap-up
 - i. May 24, 2024 9am
- 8. Meeting adjourn Jessica (12:04 p.m.)