

Academic Staff Awards Committee

Agenda

May 13, 2025

11:30 AM Microsoft Teams

1. Call meeting to order.
 - a. Call to order by Jessica Schuld at 11:30 AM
 - b. Present: Jessica Schuld, Georgia Brown, Renato Umali, Sara Luelloff, Kimberly Ryan, Ahmed Kaffel (new member to the committee in 25-26)
2. Introductions and welcome of new members
3. Approve meeting minutes from May 12, 2025
 - a. Motion to approve by Georgia Brown
 - b. Seconded by Renato Umali
 - c. Approval at 11:35 AM
4. 2024-2025 Year in Review (for Final Report)
 - a. Meetings
 - i. 9/9/2024: Introduced members, reviewed committee bylaws, reviewed award applications, and made clarifying changes, scheduled future meetings.
 - ii. 11/20/2024: Reviewed nominations for 2025 Regents Teaching Excellence Award
 - iii. 2/03/2025: Discussed changes to the budget from the Provosts Office, and that there will not be PD funding moving forward. Reviewed 2025 Regents Academic Excellence Awards individual and program.
 - iv. 5/12/2025: Met to review UWM Academic Staff Outstanding Teaching and Performance & Service Awards. We also reviewed the UWM Academic Staff Group and Individual Professional Development Awards; determined recipients and award amounts for professional development awards.
 - v. 5/13/2025: Met to draft committee wrap-up notes, discuss potential changes to future processes; vote for chair and secretary for upcoming term.
 - b. Award Nominations
 - i. 4 Regents' Teaching Excellence Award, 1 individual moved forward to Provost's Office.
 - ii. 2 Regents' Academic Staff Excellence Award, 1 individual and 1 program. Both moved forward to the Provost's Office.
 - iii. 11 UWM Outstanding Teaching, 3 selected

- iv. 12 UWM Outstanding Performance & Service, 3 selected
 - v. 31 Individual Professional Development applications, 13 selected for funding. [\$75,260] was requested.
 - vi. 10 Group Professional Development applications, 1 selected for funding.
 - c. Motion to approve by Kimberly Ryan
 - d. Seconded by Sara Luelloff
 - e. Approval at 11:42 AM
- 5. Recommended changes to the process?
 - a. Regents' Awards
 - b. UWM Outstanding Teaching and Outstanding Performance & Service Awards
 - i. Add a note to the nominator to make sure to include the CVs of the person you are nominating.
 - c. Professional Development Applications
 - i. Update request for funding string codes part of the application
 - ii. Sara typed up potential change on wording for clarification on justification: **You must provide documentation (e.g., screenshots, official quotes, emails, or estimates) for *each* budgeted item.** This includes airfare, hotel, registration fees, meals, and mileage rates. (e.g., hotel website showing rates, airfare quote from TravelWise, registration page screenshot). Applications without documentation will be considered incomplete.
 - iii. Add a column in the scoring sheet for whether or not the applicant has justification.
 - iv. Maybe add a column / check box to include the justification documents along with the line-item budget.
- 6. Vote for ASAC leadership for 2025-2026.
 - a. Chair
 - i. Jessica Schuld nominates Sara Luelloff to serve as Chair of Academic Staff Awards Committee for 2025-2026.
 - ii. Motion to approve by Renato Umali
 - iii. Seconded by Georgia Brown
 - iv. Approval at 11:53 AM
 - b. Secretary remains Georgia Brown
- 7. Adjourn
 - a. Meeting adjourned by Jessica Schuld at 11:57 AM