Appendix A: Meeting Materials

Faculty Senate
Student Recognition & Awards Committee

Committee Timeline

- Subcommittees
  - Sign up for first-year, sophomore, junior, or senior subcommittees
- Application Process
  - Request for students to apply: Thursday, March 29
  - Applications due: Friday, April 13
  - Applications sent directly to email boxes of subcommittee members
- Interview Process
  - Subcommittee members select students for interviews (12 for first/sophomore year, 20 for junior/senior year)
  - Sample letter to interviewees
  - Subcommittees manage the scheduling for interviews
    ~ Options for scheduling (i.e. http://www.mysignup.com/)
    ~ Rubric samples
- Interviews
  - Try to have as many subcommittee members there as possible. It is preferred that at least one student and one faculty committee member are present for all interviews.
  - Use common questions (may tailor some for specific candidates)
  - Provide students with information regarding the award and the awards event
  - Gather specific information
    ~ Correct spelling and pronunciation of name
    ~ Submit 2-3 sentences about each honorable mention, 3-4 for each awardee for the event program to subcommittee chairs
- Event
  - Monday, May 21, evening
  - RSVP process
  - Dessert, attendees include students, faculty, and administration
  - Each interviewee will receive 2 tickets (one for self, other for faculty/staff member)
  - Can purchase up to 2 additional tickets for family/friends
  - Please plan to be there, if possible

Committee Deadlines

- Applications due: Friday, April 13
- Interviews: Monday, April 16–Friday, April 27
- Decisions and short bios for honorable mentions and awardees to Ann/Heidi: Thursday, May 3
- Ticket RSVPs due: Friday, May 4
Awards event: Monday, May 21, Memorial Union

**Questions on application:**

Name:
Email:
Class:
GPA:
Grad:
Hours:
Major:
Minor:
Options:
Reference:
Ref Phone:
Newspaper:
Resume:

Local Address & Phone:

Hometown, State:

** Briefly describe your scholastic achievement in the past year... how you have challenged yourself academically:

** Briefly describe your most significant extracurricular achievements – how have you personally sought to improve OSU and/or your community in the past year:

** Briefly describe your most significant personal accomplishment in the last year:

** List awards, scholarships and/or special recognition you have received in the past two (2) years:

---

Faculty Senate
Student Recognition & Awards Committee
March 9, 2012, 3:00-5:00 PM
President’s Conference Room
650 Kerr Administration Building

**Agenda**

- Introductions
- Timeline Reminder
  - Applications due: Friday, April 13
  - Interviews: Monday, April 16–Friday, April 27
  - Decisions and short bios for honorable mentions and awardees to Ann/Heidi: Thursday, May 3
  - Ticket RSVPs due: Friday, May 4
  - Awards event: Monday, May 21, Memorial Union

- Review of Subcommittee Assignments

- Other questions