APPENDIX A: MEETING & APPLICATION PROCESS MATERIALS

Faculty Senate
Student Recognition & Awards Committee
March 19, 2013 ~ 9:00-10:00 AM

Agenda
• Introductions
• Timeline
  – Application Process
    ▪ Request for students to apply: Thursday, March 28
    ▪ Applications due: Friday, April 12
    ▪ Applications available to subcommittee members from online database
  – 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. mysignup.com, doodle)
      ~ 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 (spell phonetically)
      ~ Submit 2-3 sentences about each honorable mention, 3-4 for each awardee for the event program to subcommittee chairs
  – Event
    ▪ Thursday, May 23, 6:30-8:30pm
    ▪ 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
• Deadlines:
  – Applications due: Friday, April 12
  – Interviews: Monday, April 15 – Friday, April 26
  – Decisions and short bios for honorable mentions and awardees to Heidi & Michelle: Thursday, May 2
  – Ticket RSVPs due: Friday, May 3
  – Awards event: Thursday, May 23, Memorial Union
**Questions on application:**

Name: 
Email: 
Class: Freshman 
GPA: 3.78 
Grad: June 2012 
Hours: 31 
Major: Electrical and Nuclear Engineering 
Minor: 
Options: 
Reference: 
Ref Phone: 
Newspaper: 
Resume: http://oregonstate.edu/uhds/wcosa/resumes/

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:
Waldo Cummings Interview Letter

Dear Applicant for the 2013 Waldo-Cummings Award:

Congratulations! You have been selected to continue on to the next phase in the selection process for the OSU Waldo-Cummings Outstanding Student Award for 2013. Because of the large number and high quality of the applications, the committee considers this year's process one of the most competitive in recent times, so proceeding to the next level is a great accomplishment.

The Clara H. Waldo and E.A. Cummings Outstanding Student Awards are presented each year to outstanding undergraduates, chosen on the basis of academic excellence and superior extracurricular achievements during their college careers. Clara Waldo was the first woman regent of the Board of Regents in 1905. She personally gave awards to outstanding university women annually, starting in 1912. E.A Cummings was a local businessman in whose honor his widow created a perpetual endowment in 1948 for the recognition of achievement of university men.

The next step in the process consists of interviews with members of the 2013 award selection subcommittee. The Selection Committee would like to meet with you to learn more about you, your activities at OSU, and your goals and aspirations. To do that, we have set up an interview schedule at MySignUp.com:

<Insert MySignUp.com address here>

Please visit this website as soon as you can to select an interview time. The interview will be about 15 minutes in duration and will take place in <Location>. Please feel free to contact me if you have questions.

Again, congratulations on your advancement in the award selection process.

Sincerely,

<Subcommittee Chair Name>
Student Recognition and Awards Committee
Information for Subcommittee Chairs

Timeline:
- Invitations to apply: March 28
- Deadline for applications: April 12
- Committees meet to select interviewees: April 15-19 (suggested)
- Committees conduct interviews: April 22-26
- Decisions and short bios due: May 2
- Ticket RSVPs due: May 3
- Awards event: May 23

Process:
- Invitations to apply are sent via email
- Application is online with results compiled for review online
- Committee should meet prior to evaluating applications to discuss any broad assessment ideas
  - Can use spreadsheet, scoring guide, or one developed by committee
  - Can come to some understanding of what constitutes outstanding, for example
- Committee members evaluate on own
- Committee meets between April 15th-19th to select who will be asked to interview
  - Those not being interviewed get regret email (sent from Heidi & Michelle)
- Send email invitations to applicants
  - FR and SO committees: 12 interviews
  - JR and SR committees: 20 interviews
  - Those being interviewed are given instructions on how to sign up for interviews
    - Can be online (e.g., MySignup.com, Doodle, or some other scheduler)
    - Can be in person if there is a process available
  - Interviews should be scheduled so the maximum number of committee members are present
- Conduct interviews: week of April 22-26
  - Use common questions (may tailor some for specific candidates)
  - Provide letter for each interviewee (we will send e-copy)
  - Ask students to spell name phonetically
- Make decisions re: honorees and honorable mentions (½ honorees, ½ honorable mentions)
- Gather short biographical information for the program
  - For honorable mention, 2-3 sentences
  - For honorees, 3-4 sentences
  - Outstanding achievements, exciting, interesting, etc.
  - Can include hometown, major, etc.
- Samples, templates, etc. available
  - Sample emails to those interviewing
  - Letter to hand out to students at end of interview
  - Evaluation spreadsheet and other format available
April 2013

Congratulations on being a finalist and interviewing for the Waldo-Cummings Outstanding Student Award. The Award Recipients and Honorable Mentions will be recognized at the Oregon State University Student Recognition Awards event on Thursday, May 23, 2013, at 6:30 p.m. in the Memorial Union Ballroom. The Waldo-Cummings Outstanding Student Awardees, as well as several other special University award recipients, will be honored that evening. If you decide to attend the reception, and we hope you do, we request that you stay for the entire awards ceremony out of consideration for all award recipients. “Business dress” is recommended. You will receive two tickets to attend the award program, and we ask that you RSVP to the event by going the following link http://bit.ly/ZwguML. **Each student being recognized is invited to bring a faculty member, academic adviser or academic mentor to this event. You may purchase up to two additional tickets from the Memorial Union Business Office. If you need information about this event please contact University Events at 541-737-0724 or go to http://oregonstate.edu/ua/events/student-awards.**

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Again, congratulations to you on your academic achievements. We look forward to recognizing you on May 23rd at the Oregon State University Student Recognition Awards Dinner & Reception.

Sincerely,

Heidi Wegis & Michelle Mahana, Co-Chairs
Faculty Senate Student Recognition and Awards Committee
Dear Waldo-Cummings Applicant,

Thank you for applying for an OSU Waldo-Cummings Outstanding Student Award this year. The applicant pool was impressive, and the selection process was difficult. Because of the large number and high quality of the applications, the committee considers this year’s process one of the most competitive in recent times. After thorough review of the applications, we have decided not to pursue your candidacy for the Waldo-Cummings Outstanding Student Award for this year.

Please understand that it is very difficult to turn away a student of your caliber. Your application shows the diversity and quality of contributions from OSU students. We encourage you to continue your fine academic performance, as well as your extracurricular and leadership activities. OSU is fortunate to have undergraduates such as you among the student body.

Thank you again for applying for this award and on behalf of the committee, we wish you all the best in your future endeavors.

Sincerely,

Heidi Wegis & Michelle Mahana
OSU Student Recognition and Awards Committee Co-Chairs