

Meeting Minutes
NSCM Awards and Recognitions Committee
10/15/2018 • noon to 1 p.m. • Room 254

Committee:

Doug Blemker, Shari Hodgson, Barry Sandler, Stephanie Rice (absent), Therrell Theen, Christopher Roda

Also in attendance: NA

Committee Contact Information:

Doug Blemker – Ad-PR – douglas.blemker@ucf.edu (Chairperson)

Shari Hodgson – GEP – Human Communication – shari.hodgson@ucf.edu

Barry Sandler – Film – barry.sandler@ucf.edu

Stephanie Rice – R-TV – stephanie.rice@ucf.edu

Terrell Theen – Games and Interactive Media – theen@ucf.edu

Christopher Roda – FIEA – croda@ucf.edu

Lindsay Neuberger – Comm – lindsay.neuberger@ucf.edu – a support role

OLD BUSINESS

APPROVED: Acceptance of Dr. Littlefield's recommendations:

Membership is composed of six faculty who will serve during the 2018-2019 academic year.

Members are not eligible for immediate re-election (depending on rotating placement/term). Out-of-unit faculty are not eligible to serve on the committee.

Based on the make-up of the committee, one representative from each department will serve a two-year term. One representative will serve a one-year term. Terms will be decided at the final meeting of the 2018-2019 committee. Members will decide among themselves the continuing member and the concluding member.

Awards:

APPROVED: The committee approved and moved forward the following awards to be presented in the following categories:

1. Awards and Recognition Committee-based awards
 - a. Outstanding Research Award
 - b. Outstanding Creative Activity Award
 - c. Outstanding Teaching Award
 - d. Outstanding Service Award
 - e. Outstanding Staff Award
2. Graduate Committee-based awards
 - a. Outstanding Grad Student Research/Creative Activity Award
 - b. Outstanding Grad Student Teaching Award
3. Director-based / Steering Committee award
 - a. Outstanding Educator Award

Additional awards may be added upon recommendation from faculty or staff, particularly for undergraduate students (referred and awarded by the Student Success Committee)

KEY IMPACT NOTE: The NSCM Awards and Recognition committee will serve as an organizer and advocate for each of these awards. However, the committee will not choose the winners for any graduate-student based awards, director-based awards or student-success committee awards.

ACTION ITEM: We request the full faculty vote on inclusion of adjunct faculty for faculty awards. Questions include: eligibility for all awards, specific adjunct awards, tenure of adjunct position for eligibility

Timelines:

APPROVED: The following timelines were approved for the first year. Specific dates will be chosen at the start of the fall semester for the following spring semester awards.

The timeline for these awards would be similar each year, commencing the process at the start of the spring semester for work related to summer and fall (and upcoming, known spring work) and conclude at the final faculty meeting (or similar time) in the spring.

- Call for Award Nominations by second week in January
 - First year = Monday, January 14, 2019
- Deadline for Nomination forms by second week in February
 - First year = due Thursday, February 14, 2019
- Call for Nominees to submit supporting document forms by third week in February
 - First year notices sent to nominees by Thursday, February 21, 2019
- Deadline for Nominee submissions of award forms by second week in March
 - First year = forms due Tuesday, March 18, 2019
- Deadline for decision (announcement?) of Award choices and discussion with School Chairperson by first week in April
 - First year = winner choices discussed with Robert by Thursday, April 4th
- Faculty and Staff Celebration Day (Name under discussion) by the third week in April
 - First year = TBA

Process:

APPROVED: The following process was approved.

The committee agreed on a simplistic process to encourage multiple nominations, including self-nominations related to the awards. The nomination form will be followed by a call for interest/agreement followed by supporting documentation by nominees (see timeline).

The nomination form will be a Qualtrix-based form to include the following:

1. Nominator's name
2. Nominee's name
3. Award selection (drop down list)
4. Note of nomination

Please note: This note of nomination is a space-limited explanation giving basic advice and recommendation related to the award chosen.

After the nominee agrees to the nomination, each nominee will be asked to submit supporting material (less than 3 pages) to outline and document the nomination. This could include, but not be limited to, abstracts, outlines and photo/videos.

The committee will then review the backup/supporting information and select winners to be approved by the director of the Nicholson School of Communication and Media.

KEY IMPACT NOTE:

The committee recommends the recommendations and process celebrate simplicity. Because of the number of documents and evidence required by faculty throughout the year, this process should be seen as easy and celebratory instead of belabored. The committee wishes the tone of the process to always be communicated in a positive, celebratory feel embracing simplicity and ease of use and process.

NEW BUSINESS

Award selection / physical pieces

The committee discussed the options of providing a basic crystal plaque to all recipients with an additional \$50 gift card or cash stipend.

ACTION ITEM: Would the faculty prefer a plaque and money or money/gift card only?
Both items were suggested to be put to the full faculty for a vote.

APPROVED: A perpetual plaque would also be created for each award category. The committee approved these plaques. The initial investment would be approximately \$2000 (\$200 for each large plaque with initial engraving costs). Subsequent engraving costs would be significantly lower (approx. \$500).

Committee Purpose

APPROVED: The committee approved a generalized idea that this committee be the only committee for faculty and staff awards and recognition within the school. Individual department committees should not exist to avoid confusion and replication of work.

RECOMMENDATION/ACTION ITEM: Need Dr. Littlefield's approval and directives for department leadership.

Ongoing Recognition Programs

The concept was to have a low-stakes, ongoing award system for all faculty, staff and students to allow immediate recognition for positive actions related to teaching, research and service. **This idea was tabled for one year.**

Adjourned