

Dewar COEHS Meeting Documentation Form

This form should be completed by all non-statutory committees/groups for meetings associated with the COEHS.
Statutory committees are required to maintain formal minutes.
The completed form should be filed according to approved COEHS policies and procedures.

Committee/Group Name: COEHS Scholarship and Honors Committee

Chairperson/Responsible Contact: Jennifer Lambert-Shute & Travis York

Purpose of the Meeting: First Meeting of the year. Created timeline and subcommittees to accomplish all necessary tasks.

Date: 11/04/2015 **Location:** VSU

Departments/Participants/Groups/Agencies Represented: Travis T York, Jennifer Jane Lambert-Shute, Karen Pickles, Gina M Doepker, Han Chen, Phillip Dybicz, Christia Williams, and Katherine M Lamb

Primary Outcomes:

- Discussed Committee's Objectives
- Accepted Timeline
- **Next Committee Meeting on Dec. 4 at 11 am Location to TBA**
- Dec. 8:
 - Email to students announcing opening of Scholarships
 - Scholarships open (Students can begin submitting applications)
- **Jan. 8: Subcommittee Marketing Meeting Located & Time TBA**
- Jan. 11: Email to all COEHS Students and major marketing campaign opens.
- Feb. 1: All applicants completed applicants will be contacted about references.
- Feb. 8:
 - Scholarship Applications Due (midnight).
 - Contact Barrie Fitzgerald for Highest Cumulative GPA in COEHS majors.
 - Service Record & Career Statement for students who are tied (if they've applied for a scholarship we pull it from there, if not, we email them and ask for that info)
- Feb. 12:
 - Scholarship Materials to Committee
 - **Scholarship Scoring Committee Meeting Time and Location TBA**
- Feb. 26:
 - Scholarship Scoring Due
 - Student Award Database Due from each Department
- **Mar. 10: Committee Meeting to Finalize Scholarship Recipients Time and Location TBA**
- Mar. 14:
 - Donor Invitations sent for Awards Night
 - Student Invitations (Awards & Scholarships) sent for Awards Night
- Mar. 20(?): Faculty Excellence Nominations Submitted to COEHS Dean: *These awards are completed via a new process and not associated with the committee tasks anymore*
- **April 14: COEHS Scholarship and Honors Awards Night (Committee members should be present by 4:00 pm.)**

➤ Review Scholarship Application & References:

- Scholarship Application Changes
 - Separate out Name into: Last and First name
 - For Ruby: Have them indicate the county graduated from High school
 - For teacher prep program: What year & semester did you pass “entry into the education profession, 2999.
 - For scholarship that requires one to be a minority student: Please indicate your ethnicity/race
 - Financial Question the following ideas:
 - Include a disclaimer and leave what we currently have listed. Ensure that the applicants know they cannot just provide a narrative to be considered. The disclaimer would state: “If the following information is not provided the student will be considered ineligible for any of scholarships offered.” Another possible statement: “If the following information is not provided the student will be not be considered for any of the scholarships offered”
 - Have additional information if they are currently a graduate student such as: “do you have a graduate assistantship”, do you anticipate having a graduate assistantship next year”
- Recommendation Form:
 - Switch and use the graduate school form instead and include a place for comments.
- Webpage
 - Delete the sentence on the web page that states “students should apply for any scholarship they believe they qualify and if you are not sure please apply and the committee will decide if you qualify”

Actionable Items/Planned Follow-up:

➤ Tasks Assigned

- a. Application Process Review & Update: **Jennifer & Travis**
 - i. Website Review and Update
 - ii. Qualtrics
- b. Marketing: **Subcommittee, Chair: Phillip Dybicz**
 - i. Emails
 - ii. Print Products
 - iii. Digital Ads
- c. Scholarship & Honors Ceremony: **Subcommittee Chair: Christia Williams & Members Karen Pickles, Han Chen, Harold Thiele, and Katherine Lamb**
 - i. Program (Hard Copy & Power Point)
 - ii. Catering
 - iii. Tables & Table Clothes
 - iv. Flowers
 - v. Parking
 - vi. ASL Interpreter
 - vii. Pictures
 - viii. Invitations to Students, Faculty/Admin, Donors [Becky Wetherington]
- d. Coordinating Departmental Awards: **Subcommittee Chair, Gina M Doepker**
 - i. Coordinating Awardees from each Department
 - ii. Ordering Awards
 - iii. Reviewing Awards once received
 - iv. Organize for Ceremony

➤ Business Items

- a. Organization of LIS Scholarship & Awards: **Harold Thiele will report at the next meeting**
- b. Organization of Social Work Scholarship & Awards: **Phillip Dybicz will report at the next meeting**