

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 & Phillip Dybicz

Purpose of the Meeting: Finalize tasks

Date: 12/12/2016 **Location:** VSU

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

Primary Outcomes:

- I. Announce: Philip Dybicz as co-chair of the committee
- II. Reports from Subcommittees
 - a. 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]
 - b. Coordinating Departmental Awards: **Subcommittee Chair, Gina M Doepker**
 - ix. Coordinating Awardees from each Department
 - x. Ordering Awards
 - xi. Reviewing Awards once received
 - xii. Organize for Ceremony
 - c. Contacting Foundations office about scholarship Awards (Philip)

Actionable Items/Planned Follow-up:

- III. Review Timeline and Tasks left to be completed
 - **Mar. 10: Committee Meeting to Finalize Scholarship Recipients Time and Location TBA**
 - Feb. 11: All applicants completed applicants will be contacted about references.
 - Feb. 15:
 - 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 (Jennifer))

- Feb. 26:
 - Scholarship Scoring Due: Send to Committee members (Jennifer)
 - Student Award Database Due from each Department (Gina)
- Mar. 14:
 - Donor Invitations sent for Awards Night
 - Student Invitations (Awards & Scholarships) sent for Awards Night
- **April 14: COEHS Scholarship and Honors Awards Night (Committee members should be present by 4:00 pm.)**
- **Scoring and Decision Made about How to score the scholarships (2/12/2016)**