AGENDA
HONORS AND AWARDS COUNCIL MEETING
Thursday, November 12, 2015
10:30 – 11:30 a.m., ALN 296

1. Call to Order, Introductions

2. Approval of Minutes from September 14, 2015

3. Addition of Honorary Degree for USF’s New College of Pharmacy


5. Other Business

6. Adjourn
USF HONORS AND AWARDS COUNCIL
MINUTES
November 12, 2015
10:30-11:30 a.m., ALN 296

Present: Melanie Griffin, Kamila Dell, Barbara Hansen, Johanna Lasonen, David Naar, Razvan Teodorescu, Lei Wedge, Marzenna Wiranowska

1. Call to Order, Introductions

Chair Griffin called the meeting to order at 10:30 a.m. after which introductions were made.

2. Approval of Minutes from September 14, 2015

A motion was made and seconded to approve the minutes as corrected. The motion passed with 1 abstention.

3. Incomplete Nomination Packets

Marzenna raised the issue about nomination packets not containing the appropriate materials or materials not being submitted that were indicated as being included on the checklist. She pointed out that this was the case with the honorary degree nomination packet for Mr. Tod Leiweke which was reviewed at the September meeting. Discussion was held. David made the recommendation that Mr. Leiweke’s nominator be contacted to provide the missing materials to complete the packet. Melanie and Ann will work on obtaining the materials.

4. Addition of Honorary Degree for USF’s New College of Pharmacy

The College of Pharmacy received accreditation in September. A request was made to add the title of Doctor of Pharmacy to the list of honorary degrees that USF gives. A motion was made and seconded to add the new title. The motion unanimously passed.

5. Creation of a Frequently Asked Questions (FAQs) Document

To help new council members get up-to-speed and to do the work of the council in an efficient manner, Melanie proposed the creation of a FAQ document for members to use as a guide and to find out where to go for additional information. It would be located in a centralized place. Some of the questions generated at today’s meeting were:

• How are nominations made?
• What is the barrier to more nominations?
• Should nominee know or is it required that the nominee know that he/she is being nominated for an award?
• Are honorary degrees open to non-academics? If so, how are the materials prepared?
• When do I submit an absentee ballot?
• How are candidates ranked?
• Can more than one candidate be accepted for an honorary degree? Is there a limit? How many honorary degrees have been recommended at one time?
• What are rules on attendance and participation for meetings?
• How are council members chosen?
• What is the process once a packet has been submitted?
• What do we do if we find a red flag, such as missing materials? Who should we contact?
• When does the council meet?
• Who fills out the checklist? Who puts together the nomination materials?
• Include charge with meeting materials.

Due to the time limitation, Melanie asked members to send her additional ideas which she will put together in a draft for circulation.

6. Other Business

a. **Schedule for Award Nominations**

Discussion was held about the schedule used for soliciting nominations. It was agreed that all dates should be moved up a month, starting with a May 1st call for nominations. In addition, it was agreed that nomination packets should be forwarded to members as they come in so that any discrepancies can be detected early enough to have them corrected before the final submission deadline.

b. **Spring Meetings**

Melanie will send out a Doodle poll within the next few weeks to find out member availability for two meetings in the spring.

c. **Fall Honorary Degree Recipients**

Ann announced that Mr. Tod Leiweke and Dr. Eric Jacobsen will be accepting the Honorary Degree during the Fall Commencement.

There being no further business, the meeting was adjourned at 11:43 a.m.