



MEMORANDUM

To: Executive Committee of Faculty Council (November 3, 2016)
Faculty Council (December 1, 2016)

From: Professor Jason Bazylak
Chair, Scholarships and Awards Committee

Date: October 24, 2016

Re: **Plans for the 2016-2017 Academic Year**

REPORT CLASSIFICATION

This is a routine or minor policy matter that will be considered by the Executive Committee for approving and forwarding to Faculty Council for information.

BACKGROUND

Each year, the Scholarships and Awards Committee (SAC) allocates over \$500,000 through almost 200 undergraduate scholarships during an intense two-day meeting. The basis for awarding these scholarships can include:

- **Academic Excellence:** Assessed through grades using Annual Grade Point Average, standing in individual courses, or trends of improvement.
- **Financial Need:** Assessed either by student participating in financially related programs or on financial information submitted by the students for consideration.
- **Extracurricular Involvement:** Assessed information submitted by students to the in house developed e-portfolio system.
- **Other Unique Factors:** Rare, but when needed assessed by the committee on a case-by-case basis. It includes factors such as scholarships only for students from a specific geographic region or membership in an under-represented group.

The committee is also frequently involved in specific scholarships such as the 5T3, 3T5, Leaders of Tomorrow, etc.

CONSULTATION AND PLANS

In addition to the annual responsibilities above, the SAC plans to implement the following tasks in the 2016-2017 academic year.

- **Unify and Clarify Award Language:** With awards going back many decades, the language used to define the selection criteria is varied. This creates an issue where only informal institutional memory allows for consistency of awarding scholarships. The committee will:
 - Determine a new consistent language for selection criteria.
 - Work with Advancement to use this new consistent language in all new scholarships.
 - Improve member consistency by writing a Selection Criteria Guide. The guide will in general terms, and on a scholarship-by-scholarship basis, define the committee selection criteria norms ideally connecting to this new consistent language.
- **Update the Committee Manual:** The manual was last updated in 1999. The committee will update the manual to better communicate current practices of the committee.
- **E-Portfolio Improvements:** Continue to make incremental improvements to the e-portfolio system to streamline the selection process, and to facilitate the fair allocation of awards.
- **E-Portfolio Participation:** Despite the beneficial nature of the e-portfolio system, many students do not complete an e-portfolio. These students are then not eligible for consideration for any award that had factors other than purely academic excellence. The committee will determine a baseline participation rate for each department, and to strive to increase that rate.

2015-2016 TASK UPDATE

- **Continuing to make the system more user-friendly to facility the award process:** Solidified meeting procedures to allow for quick and fair presentation of candidates at selection meetings. ONGOING
- **Continuing to review our procedures to ensure we meet FIPPA requirements.** ONGOING
- **Investigating the possibility of merging co-curricular records with e-portfolio.** Not possible at this time.
- **Developing additional reporting functionality within e-Portfolio:** Many new features were added to the e-portfolio system to streamline the process. Features such as ability to apply a persistent “Star” flag to key candidates, new date filter parameters, and a new compare-and-contrast display screen. ONGOING
- **Investigating the possibility of having a searchable system for managing the numerous scholarships and awards.** ONGOING

RECOMMENDATION FOR COUNCIL

For information.