



MEMORANDUM

To: Executive Committee of Faculty Council

From: Dr. Graeme Norval
Chair, Scholarships and Awards Committee

Date: August 3, 2012 for September 7, 2012 Faculty Council Meeting

Re: **Scholarships and Awards Committee Goals for 2012-2013**

REPORT CLASSIFICATION

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

COMMITTEE GOALS

The primary responsibility of the committee is to ensure the fair allocation of the undergraduate academic awards and to review the terms of any new award. The overall committee goal will be to ensure that award nominations and the selection process are completed in a timely fashion.

In 2011-2012, the committee moved to the use of password protected files, in accordance with the University's policy on the use of encrypted data. Also, the student e-portfolio was upgraded to include a "self-identification" feature to allow students to indicate if they are part of certain under-represented communities for which awards are offered. This feature was successfully used this past summer to grant one student an award who in the previous system would not have been identified eligible.

In May 2012, the committee received the first ever feedback on the e-portfolio system (below). Many students do not update their e-portfolio, and as such, are excluded from selection for many awards. The committee is planning on being a "Client" for APS112 (First Year Engineering Design course), asking the student design team to identify upgrades to the e-portfolio system in order to make it easier to use, and thereby boost student usage of the system.

Student Feedback - 2012

1. "What's the difference between 'Art', 'Clubs', and 'Student Organizations'? I ask this because some clubs act as art groups, like a choir is both 'Art' and a 'Club' or 'Student Organization'. I also ask this because 'Clubs' and 'Student Organizations' are one and the same. There's no difference. Unless, if you would like to do this, have only two

2. separate groups for – ‘Student Organizations’ and ‘Student Governance’. Both of them are different for sure.”
3. “While I was trying to upload my resume, I had to change it to a .dot format instead of a .doc format in order for it to have been successfully uploaded. Please look into this.”
4. “I believe the Resume size limit should be increased to 200KB, instead of limited to 100KB. I had a really difficult time trying to upload my 2 page resume in .pdf format, simply because of that restriction. 2 page resumes are both reasonable and more-or-less standard.”
5. “Reference Info - should have more clarity as to what kind of info we should provide, email, phone number, both, or what? Also, title or relationship of contact person to the student and what else?”
6. “Description of extra-curricular involvement - should have a word limit explicitly shown.”
7. “Description of extra-curricular involvement - I understand that it's supposed to be generic, but there should be some standard of explaining your involvement in a club. I may understand that you don't expect us to have exhibited leadership qualities in everything, but it gives off the wrong conotation [sic] that if we didn't have any leadership qualities being displayed in the work that we won't be considered for scholarships. Also should we tell you what the club is about so that you get context as to what we're in? I just feel that the Description option be more clear as to what you want students to write down.”
8. “Hours - either the warning statement should be expressed in ‘per hour’ format to help us better check our hours or where we have to fill in our hours should be expressed in ‘per week’ format to help us better check our hours.”
9. “Not everyone can do everything, clubs, athletics, community involvement, etc. so can you make it clear that there's no expectation for us to have something for everything?”
10. “I feel that there should be a ‘Total’ section in the ‘Budget’ section, such that it calculates the total of both Expenses and Income.”

PROPOSAL/MOTION

For information.