



MEMORANDUM

To: Executive Committee of Faculty Council

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

Date: August 27, 2013 for October 18, 2013 Faculty Council Meeting

Re: Scholarships and Awards Committee Goals for 2013-14

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.

COMMITTEE GOALS

The primary responsibility of the committee is 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.

Over the past two years, the committee moved to the use of password protected files, and to the use of files stored on the Faculty secure server, in accordance with the University' policy on use of encrypted data, and to comply with FIPPA. The committee will continue to move to better conform with these requirements.

Several awards exist with values well less than \$100, some have no cash value. A discussion will be held with the alumni office and the university awards office either to set a minimum cash value or to cancel the awards.

The committee uses the e-portfolio to assess students non-academic activities (sports, clubs, community involvement). Many students do not update their e-portfolio, and as such, are excluded from selection for many awards. The committee will work to improve the response rate in their programs, as well as to continue to improve the layout of the tool for ease of use by both the students and the committee members.

The committee will monitor the introduction of the co-curricular record – this mimics some of the e-portfolio items. We hope to avoid having students enter the same information into two different systems.

RECOMMENDATION/PROPOSAL

For information.