



MEMORANDUM

To: Executive Committee of Faculty Council (November 24, 2021)
Faculty Council (December 16, 2021)

From: Professor Jennifer Farmer
Chair, Scholarships and Awards Committee

Date: November 10, 2021

Re: **Scholarships and Awards Committee Goals for 2021-2022**

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

The Scholarships and Awards Committee (SAC) is responsible for administering the undergraduate academic awards and grants under the jurisdiction of the Faculty of Applied Science and Engineering (FASE). Each year, this committee allocates over \$500,000 through almost 200 undergraduate scholarships during intense two-day meetings in July. 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 involved in specific scholarships such as the 5T3, 3T5, Leaders of Tomorrow, etc. that are decided outside of the normal July meetings.

COMMITTEE GOALS

In addition to the annual responsibilities listed above the SAC plans to implement the following tasks in the 2021-2022 academic year.

- **Committee Manual Renewal:** The manual was last updated in 1999. The committee is working toward updating the manual to better communicate current practices of the committee.
- **Moving SAC meetings online:** Due to COVID-19, all SAC meetings were transitioned to online meetings. This created some challenges for the committee, especially around accessibility for some of our alumni. A very special thank you to Pierina Filippone and Dan Pettigrew who made this transition possible. Moving forward, we may keep some elements of these online meetings to help facilitate attendance of alumni.
- **Changes to the E-Portfolio:** The committee uses the e-portfolio to administer awards. It's important we continue upgrading the system in order to increase its user friendliness for all users (students, committee members, and admin staff). We are in the progress of making the following changes:
 - **Student side (completed).** Students can now self-identify as Black, Indigenous, or being registered with Accessibility.
 - **Admin side (planned to be completed for upcoming cycle):**
 - **Search Functionality** (e.g., make AGPA search a scalar value, include AND & OR searches, update timestamp to search criteria, etc.).
 - **Portfolio Details** (e.g., hide/highlight items in portfolio)
 - **Awards Assignment Workflow** (e.g., create list of awards, allow departments to assign awards to student(s), etc.)
 - **Portfolio Comparison** (e.g., hide activities such as moving to bottom & minimize)
- **Creation of awards/scholarships.** Between September 2019-August 2020 we created just over 20 new awards/scholarships to support undergraduate students in the Faculty.
- **Promotion of External Awards:** Although external awards fall outside the jurisdiction of the SAC, the committee feels it is important to raise awareness of these prestigious awards (e.g., Order of the White Rose, Rhodes Scholarships, etc.) and will continue to promote external awards to our students and faculty. The committee will strive to measure the effectiveness of promoting these awards by monitoring award recipients (challenging as we are not always made aware of recipients).
- **Mental Health Scholarship Terms.** We are continuing to investigate and develop a more formalized process (e.g., nomination-based, letter of support, etc.) for awards looking at students overcoming hardships. Currently these are assessed on a case-by-case basis with no formal process.

RECOMMENDATION FOR COUNCIL

For information.