



## MEMORANDUM

**To:** Executive Committee of Faculty Council

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

**Date:** September 2, 2011 for October 6, 2011 Faculty Council Meeting

**Re:** **Scholarships and Awards Committee Goals for 2011-2012**

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

The primary goal for the Committee in 2011-12 is to review the manner in which confidential information is handled, and to devise a process that provides the required information to the Committee members, while fulfilling the University's policy on use of encrypted data. Currently, all Committee members receive a list of student names, student numbers, grades, OSAP and nationality information. Such files should be encrypted, and/or Committee members do not receive such files – but have read-only access to them.

A secondary, long term goal of the Committee is to recommend further enhancements to the current e-portfolio system that will facilitate the identification of the best candidates for awards. This may include: better promotion of the tool to encourage more eligible students to create a portfolio; tools to allow for better searching and sorting of candidates by Committee members; and finally enhancements to the tool and process that will better enable the Committee to identify eligible candidates for awards with specific criteria (i.e. Aboriginal students).

## PROPOSAL/MOTION

For information.