



## MEMORANDUM

**To:** Executive Committee of Faculty Council (November 4, 2014)  
Faculty Council (November 25, 2014)

**From:** Professor Raymond Kwong  
Chair, Scholarships and Awards Committee

**Date:** October 24, 2014

**Re:** Scholarships and Awards Committee Goals for 2014-15

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### 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 GENERAL GOALS

The primary responsibility of the Committee is the fair allocation of the undergraduate academic awards. The overall Committee goals are to ensure that award nominations and the selection process are completed in a fair and timely fashion.

#### Specific Goals

To comply with FIPPA and to enhance data security, the Committee is considering the use of secure USB drives. While there is an initial cost involved, the drives are re-usable. Other alternatives are also being considered.

Several awards exist with low cash values. While the prestige of an award is still important, a minimum cash value for all awards would be desirable. The Faculty has provided some short term funding for this purpose. The committee will hold discussions with the alumni office and the university awards office to try to arrive at a long term solution.

The Committee uses the e-portfolio to assess students' non-academic activities. As a result, students without an updated e-portfolio are excluded from selection for many awards. The Committee will work with department undergraduate offices and counsellors to communicate to students about the importance of an updated e-portfolio.

Some enhancements to the e-portfolio layout and user interface have been identified. The committee is working with Faculty IT personnel to implement these enhancements.

### RECOMMENDATION/PROPOSAL

For information.