Appendix A: Meeting and Application Process Materials

SRAC Members,

Thank you for agreeing to serve on the Faculty Senate Student Recognition and Awards Committee (SRAC). As a reminder, I am noting the standing rules of this committee.

Standing Rules:
The Student Recognition and Awards Committee coordinates awards that are all-University in nature and that are awarded by faculty to students. The Committee also plans and conducts, with the support of the ex-officio, an assembly or other appropriate program for the presentation of these awards to their recipients. The ex-officio works closely with the committee and is responsible for the tasks associated with the all-university recognition and awards program. The committee is responsible for selecting the recipients of the Drucilla Shepard Smith Scholastic Awards, the Clara H. Waldo and E.A. Cummings Outstanding Student Awards and the AAUW Senior Woman of the Year Award. The Committee consists of ten Faculty, eight Students, and a representative from Financial Aid, ex-officio, non-voting.

If you would like more information regarding the committee, the link to the committee site is noted below: http://oregonstate.edu/senate/committees/srac/index.html

I would like the committee to meet with in the next couple of weeks prior to the student interviews in April. Please respond to the meeting poll noted below so we may schedule this meeting.

Meeting Poll: http://www.doodle.com/gk2xr8yix6piecvn

The committee will be divided into four subcommittees including the first year committee, sophomore committee, junior committee, and senior committee. The preference is to have at least two faculty members and two students on each of the subcommittees. The first year and sophomore committees will interview 12 students and select 6 awardees. The junior and senior committees will interview 20 students and select 10 awardees. I will provide additional details at the meeting regarding the selection and interview process.

Please hold as much time on your calendar between April 14-25 for student interviews as well as the awards event the evening of Wednesday, May 14. The specific interview times will be determined by the subcommittees, but would like to have the time secured in advance. More information will be provided at our meeting.

Thank you,

Michelle
Agenda

- Introductions
- Timeline
  - Subcommittees
    - Sign up for first-year, sophomore, junior, or senior subcommittees
  - Application Process
    - Request for students to apply: Thursday, March 27
    - Applications due: Friday, April 11
    - Applications available to subcommittee members from online database
  - Interview Process
    - Subcommittee members select students for interviews (12 for first/sophomore year, 20 for junior/senior year)
    - Sample letter to interviewees
    - Subcommittees manage the scheduling for interviews
      - Options for scheduling (i.e. Qualtrics, mysignup.com, doodle)
      - Rubric samples
  - Interviews
    - Try to have as many subcommittee members there as possible. It is preferred that at least one student and one faculty committee member are present for all interviews.
    - Use common questions (may tailor some for specific candidates)
    - Provide students with information regarding the award and the awards event
    - Gather specific information
      - Correct spelling and pronunciation of name
      - Submit 2-3 sentences about each honorable mention, 3-4 for each awardee for the event program to subcommittee chairs
  - Event
    - Wednesday, May 14, evening
    - RSVP process
    - Dinner, attendees include students, faculty, and administration
    - Each interviewee will receive 2 tickets (one for self, other for faculty/staff member)
    - Can purchase up to 2 additional tickets for family/friends
    - Please plan to be there, if possible
- Deadlines:
  - Applications due: Friday, April 11
  - Interviews: Monday, April 14 - Friday, April 25
  - Decisions and short bios for honorable mentions and awardees to Michelle: Friday, May 3
  - Ticket RSVPs due: Friday, May 14
  - Awards event: Wednesday, May 14, Memorial Union
Questions on application:

Name: 
Email: 
Class: Freshman 
GPA: 3.78 
Grad: June 2014 
Hours: 31 
Major: Electrical and Nuclear Engineering 
Minor: 
Options: 
Reference: 
Ref Phone: 
Newspaper: 
Resume: http://oregonstate.edu/uhds/wcosa/resumes/

Local Address & Phone: 

Hometown, State: 

** Briefly describe your scholastic achievement in the past year... how you have challenged yourself academically: 

** Briefly describe your most significant extracurricular achievements - how have you personally sought to improve OSU and/or your community in the past year: 

** Briefly describe your most significant personal accomplishment in the last year: 

** List awards, scholarships and/or special recognition you have received in the past two (2) years:
Welcome to Spring Term – a busy one ahead for sure.

I've attached the Waldo-Cummings Committee Roster. You will note that there are a number of new committee members this year. As a returning member I am asking that you Chair a sub-committee as you are familiar with the process. If you prefer not to chair, please let me know at your earliest convenience. At this time we have one student representative and I hope to have more to add to the roster. If you know of a student that would be interested in serving on the committee please forward their name to me.

As a sub-committee chair, you will coordinate:
- review process with your sub-committee
- schedule student interviews
- communicate timely back to Michelle with committee decisions for Recipients and Honorable Mention. 20 for Senior and Junior classes and 12 for Sophomore and Freshman classes.
- 2-3 sentence bio on each student; you may wish to write these yourself or ask the student to bring this with them to the interview. The bios will be read during the award presentation.

Michelle's responsibility to you:
- provide the Excel spreadsheets with applicant information
- letters to distribute to the student selected for interviews and event information; I will have this information to you the week of April 14.
- Available to answer any questions and support as needed. I will be on vacation the week of April 7-11 with very limited access to email.
- I will be on vacation April 7-11 and will have limited access to email. Before I leave the office on Friday, I plan to send to you an Excel spreadsheet with the applications as of April 3. You are welcome to forward this to your committee so they can begin reviewing applications. When I return to the office on Monday, April 14 I will send a second spreadsheet with applications received from April 4-11.

John, you had asked at our committee meeting if there was a link to the Waldo-Cummings award. I've not been able to locate this but have provided below information that is included in the student letter. The Clara H. Waldo and E.A. Cummings Outstanding Student Awards are presented each year to outstanding undergraduates, chosen on the basis of academic excellence and superior extracurricular achievements during their college careers. Clara Waldo was the first woman regent of the Board of Regents in 1905. She personally gave awards to outstanding university women annually, starting in 1912. E.A Cummings was a local businessman in whose honor his widow created a perpetual endowment in 1948 for the recognition of achievement of university men.

I will be sending an email to the full committee that will include a timeline.

Thank you in advance for all of your tireless work over the next weeks.

Michelle
Dear:

As a memorial to OSU graduates Clara H. Waldo and E.A. Cummings, awards are presented each year to select undergraduates chosen on the basis of demonstrated academic excellence and outstanding extra-curricular achievements during their college careers. Although a Waldo-Cummings Outstanding Student Award holds no monetary value, they are among the most prestigious awards bestowed by the University. The Faculty Senate Student Recognition and Awards Committee, and all-University committee composed of faculty and students, will select the undergraduate recipients for the 2013-2014 awards.

You are eligible to apply for the Waldo-Cummings Outstanding Student Award based on your excellent scholastic record of maintaining your cumulative institutional grade point average of 3.50 or greater as of Winter Term 2014. To apply, the committee requires additional information about your extra-curricular collegiate activities and achievements to assist us in the selection process.

The online application form must be submitted before midnight, April 11, 2014. You will be asked to upload PDF files with your essay answers and resume. You will be able to return to the form if you do not complete in one sitting.

The Committee will select 12 students from the first-year (freshman) class, 12 students from the second-year (sophomore) class, 20 students from the third-year (junior) class, and 20 students from the fourth-year or more (senior) class for personal interviews based on the information included in the application.

Students will be notified no later than April 21, 2014, via ONID e-mail, whether they have been selected for an interview. Candidates must be available for personal interviews between April 23-25, 2014. Following the interviews, half of those interviewed from each class will be selected for the award, while the other half will be selected as Honorable Mentions.

All students chosen for interviews will be honored at the All-University Recognition and Awards Event to be held on Thursday evening, May 14, 2014. Interviewees will receive information about the exact start time at the interview. The event will be held in the Memorial Union Ballroom.

If you require additional information pertaining to the Waldo-Cummings Outstanding Student Awards, the Student Recognition and Awards Committee, or the event, please feel free to contact me. On behalf of the Student Recognition and Awards Committee, I look forward to your application and participation in this prestigious all-campus awards and recognition program.

Sincerely,

Michelle Mahana, Chair
michelle.mahana@oregonstate.edu
Dear «First»:

Congratulations! You have been selected to continue on to the next phase in the selection process for the OSU Waldo-Cummings Outstanding Student Award for 2014. Because of the large number and high quality of the applications, the committee considers this year's process one of the most competitive in recent times, so proceeding to the next level is a great accomplishment.

The Clara H. Waldo and E.A. Cummings Outstanding Student Awards are presented each year to outstanding undergraduates, chosen on the basis of academic excellence and superior extracurricular achievements during their college careers. Clara Waldo was the first woman regent of the Board of Regents in 1905. She personally gave awards to outstanding university women annually, starting in 1912. E.A Cummings was a local businessman in whose honor his widow created a perpetual endowment in 1948 for the recognition of achievement of university men.

The next step in the process consists of interviews with members of the 2014 award selection subcommittee. The Selection Committee would like to meet with you to learn more about you, your activities at OSU, and your goals and aspirations. To do that, we have set up an interview schedule at ${1://SurveyLink?d=Take the Survey}

Please visit this website as soon as you can to select an interview time. The interview will be about 15 minutes in duration. Please feel free to contact me if you have questions.

Again, congratulations on your advancement in the award selection process.

Sincerely,

Michelle Mahana
Sub-Committee Chair
Congratulations on being a finalist and interviewing for the Waldo-Cummings Outstanding Student Award. The Award Recipients and Honorable Mentions will be recognized at the All-University Student Recognition and Awards Event on **Wednesday, May 14th, 6:30-8:30 p.m. in the Memorial Union Ballroom.** The Waldo-Cummings Outstanding Student Awardees, as well as several other special University award recipients, will be honored that evening. If you decide to attend the dinner, and we hope you do, we request that you stay for the entire awards ceremony out of consideration for all award recipients. "Business dress” is recommended. A formal invitation with request for online RSVP will be sent out at a later time.

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Again, congratulations to you on your academic achievements. We look forward to recognizing you on May 14th at the All-University Recognition and Awards Reception.

Sincerely,

Michelle Mahana, Chair
Faculty Senate Student Recognition and Awards Committee
Dear

Congratulations on your selection of the Waldo-Cummings Award. You are cordially invited to attend the 2014 OSU Student Recognition Dinner that will take place on Wednesday May 14, 2014 from 6:30-8:30pm in the MU Ballroom on the main OSU Campus. Oregon State University would like to recognize you for your outstanding achievement.

Each student being recognized is provided one free e-ticket for themselves as well as one free e-ticket for a faculty member, academic adviser, or academic mentor of their choosing to this event. In addition, the student may purchase up to two additional e-tickets for guests of their choosing. To RSVP for this event and obtain e-tickets, please go HERE by Monday May 5, 2014. The student and faculty member will each need to visit this site separately to RSVP. Just prior to completing the online checkout process, students enter the promotional code STU2794 to receive their free e-ticket. Be sure to click “submit order” when done. Request that your invited faculty member visit this same website and follow the same steps to RSVP. Faculty guests enter Promotional Code FAC6784. Students wanting to purchase up to two additional tickets may do so on this same website by entering payment information.

For students or families unable to attend this event in person, it will be streamed live online and archived for later viewing here. The live stream box will appear at the bottom on the day of the event.

If you have questions about this event or would like to request accommodations due to a disability, please contact University Events at events@oregonstate.edu or by calling 541-737-0724. Accommodation requests related to a disability should be made by Monday May 5, 2014.

Again, congratulations on your remarkable achievement and we look forward to seeing you there!

Sincerely,

Michelle Mahana
Chair, Faculty Senate Student Recognition and Awards Committee
Hello,

On behalf of the OSU Faculty Senate Student Recognition and Awards Committee, I want to thank you for submitting your application for the Waldo-Cummings award. The committee has completed the review and selection of awardees for 2013-2014. The application pool was very strong and the committee experienced a challenging selection process.

While you were not selected for the Waldo-Cummings Award, you are to be commended and congratulated on your academic achievements and your service to the OSU community and beyond.

Regards,

Michelle Mahana
Chair, OSU Faculty Senate Student Recognition and Awards Committee

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Congratulations! You are being presented with the Drucilla Shepard Smith Award. This award is presented annually to first year, sophomore, junior and senior students who have earned a 4.0 grade point average while attending OSU. The award honors the memory of Drucilla Shepard Smith, a mother of three OSU graduates, including an OSU faculty member. Although the Drucilla Shepard Smith Award holds no monetary value, it is among the most prestigious awards bestowed by the University.

As a recipient of this award, we cordially invite you to attend the 2014 Oregon State University Student Recognition Awards and Dinner Event on Wednesday, May 14, 2014 from 6:30 to 8:30pm in the Memorial Union Ballroom. This annual event recognizes students for their academic excellence, contributions to OSU, and community involvement. Faculty and administrators from across campus, including President Ed Ray, are excited to honor you for your achievements. Each recipient's name will be printed in the program and displayed on the screen during the event. Graduating seniors will be asked to stand at their tables for special recognition.

This is an invitation only event. Each student being recognized may invite a faculty member, academic adviser or academic mentor of their choosing. Student Honorees may also purchase up to two additional tickets at $15 each. Both the RSVP process for all guests and any purchase of additional tickets by students takes place online at https://secure.touchnet.neUC20159 ustores/web/store_main.jsp?STOREID=35&SI NGL_ESTORE=true

Please note the deadline to RSVP and purchase any additional tickets is Monday, May 5th at 5:00 p.m. For those students and family members not able to attend in person, this event will be streamed live online using the following URL http://oregonstate.edu/ua/events/student-awards

Again, congratulations for your honor and we look forward to seeing you at the May event.

Sincerely,

Michelle Mahana & JoAnne Bunnage, Co-Chairs
Faculty Senate Student Recognition and Awards Committee