

Student Recognition and Awards Committee (SRAC) of the Faculty Senate

Committee Handbook



February 2017

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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 oversees and helps to plan and conduct, with the support of the ex-officio and University Events, 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 providing student data to the chair, and coordinating 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, and the Clara H. Waldo and E.A. Cummings Outstanding Student Awards. The Committee consists of ten faculty, eight students, and a representative from Financial Aid, ex-officio, non-voting.

(06/06; 05/16)

MEMBERSHIP

Committee membership is processed through the Faculty Senate. The committee is comprised of a committee chair, ten OSU faculty members, an ex-officio member, and up to eight student representatives. Faculty members may be Academic Faculty, Research Faculty, or Professional Faculty. Faculty members of the Student Recognition and Awards Committee are expected to serve for a total of three years. Student members may serve for only one year, or return the following year if interested and still in active student status. Each student must submit an application form with ASOSU for each year they wish to serve on the committee. In order to be a voting student member of the committee each student must submit an application form with ASOSU. Because this committee involves the review of personal information and academic records, all committee members must have an up to date FERPA

training complete and on file with the University.

WALDO-CUMMINGS OUTSTANDING STUDENT AWARD

The Waldo-Cummings Outstanding Student Award is based on excellent academic and personal achievements. Undergraduate, degree-seeking students with a GPA of 3.7 or higher are invited to apply each Spring after Winter term grades are posted. Eligible students will be notified by email and invited to apply online. Students will submit their online application, a resume, and answers to three short essay questions.

Clara Waldo was the first woman on the Board of Regents in 1905. Starting in 1912, she personally gave awards to outstanding university women annually. 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. Although *Waldo-Cummings Outstanding Student Awards* hold a small monetary value (\$100 per awardee), they are among the most prestigious awards bestowed by Oregon State University because recipients are chosen on the basis of academic excellence and superior extracurricular achievements during their college careers. The Faculty Senate Student Recognition and Awards Committee (SRAC), an all-University committee composed of faculty and students, selects the recipients.

Applicant materials will be reviewed by subcommittees in which groups of finalists will be selected. Selection of finalists is based on academic/internship pursuits, diversity of extracurricular activities, contributions made to the community (OSU and/or local), awards and honors received, and personal accomplishments including overcome obstacles.

Students invited to apply will be asked the following three essay questions, which are to be address in 250 words or less for each answer; and are to be uploaded will all other documents at the time of application.

- 1.) Describe your academic achievements including how you have challenged yourself academically in the past year.**
- 2.) Provide details about your most significant extracurricular activity and how it impacted you and the people/community it served.**
- 3.) Describe your most significant personal accomplishment including how you have overcome obstacles in the last year or longer. Explain what you learned about yourself in the process.**

The Student Recognition and Awards Committee members will review all materials and select finalists for interviews. Eight (8) students will be interviewed from the first-year (freshman) class, eight (8) students from the second-year (sophomore) class, twelve (12) students from the third-year (junior) class, and twelve (12) students from the fourth-year or more (senior) class. In each group, half of the students in each group will be awarded, for a total of 20 awardees annually.

Waldo-Cummings awardees are invited to attend the All University Award Recognition event in May, and will receive a \$100 stipend, which is deposited in their student account.

The application is housed in Qualtrics. The chair is responsible for verifying the application information in

the online application is accurate and up to date before sending invitations to students.

DRUCILLA SHEPARD SMITH SCHOLASTIC AWARD

The Drucilla Shepard Smith award is presented to undergraduate degree seeking students with a cumulative 4.0 OSU GPA. 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.

The SRAC chair notifies the recipients. No additional participation is required from faculty or student members of the committee.

COMMITTEE CHAIR RESPONSIBILITIES

The chair of this committee is responsible for the following:

- Planning, setting, and running committee meetings
 - Generally two meetings per academic year, one in the fall and one in winter
- Maintaining notes for each meeting
- Assisting in the recruitment of student members
- Checking FERPA training status for all committee members, and ensuring everyone is up to date prior to application review (see CORE report BIC2911)
- Coordinating with University Events on items related to the All-University Awards Ceremony
- Coordinating with ex-officio member to obtain lists of eligible students for both the Drucilla Sheppard Smith and Waldo-Cummings Awards
- Notifying students of eligibility for both awards, and inviting students to apply for the Waldo-Cummings Award
- Appointing subcommittees for student application review
- Managing application process within Qualtrics
- Sorting student applications and providing appropriate lists to subcommittees
- Documenting awardees and runner-ups based on subcommittee review results
- Notifying students of status updates for their application and awards
- Providing list of awardees to the University Events office (which handles initiations and RSVP's for the awards ceremony)
- Making a recommendation for a new chair to the faculty senate liaison prior to rotating off committee
- Creating an end of year report to submit to faculty senate
- Maintaining committee documents and handbook

COMMITTEE MEMBER RESPONSIBILITIES

Committee members (excluding ex-officio member) are active participants in the review and selection of students receiving the Waldo-Cummings Outstanding Student Award. Committee members will be asked to commit to the following during their time participating with the SRAC:

- Attend committee meetings to discuss committee activities (minimum two per academic year)
- Provide feedback and recommendations as necessary for committee activities
- Participate as a voting member of the committee for any proposed changes
- Participate as either a subcommittee member or subcommittee chair in the Wald-Cummings Application review process
 - Review of application materials including: online application, resume, essay
 - Participate in the interview process of student applicants, these will either be in person on the Corvallis campus or by phone for students attending in Cascades or through Ecampus.
 - Meet with their subcommittee to review finalists, conduct interviews, and assist with determining awardees
- Attend university awards event if possible

SUBCOMMITTEE CHAIR RESPONSIBILITIES

- Distribute list of student applicants received to subcommittee members for review
- Schedule meetings for planning, discussion, and review of applicants and selection of finalists
- Coordinate and conduct student interviews with subcommittee members
- Submit list of awardees and runner ups to SRAC committee chair by established deadline

TIMELINE OF ACTIVITIES

The Student Recognition and Awards committee generally meets together as a large group two times in the academic year (Fall and Winter term), while subcommittees will spend their time meeting together in small groups during Spring term.

Fall term

There should be an introductory meeting held during fall term to bring the committee together for introductions, overview of committee standing rules and responsibilities, and discussion of required activities during the school year.

Winter term

A Winter term meeting should be held to begin preparing for the Waldo-Cummings application review process. A timeline should be provided for committee members at this time for Spring term so members can plan accordingly and allow time in calendars. Any modifications recommended for the application or review process should be presented and discussed, and voted on if necessary (and if a quorum is present). This should also serve to begin assignment of subcommittee chairs.

Spring term

Spring term holds the bulk of the time commitment for members of this committee. The chair will receive a list of eligible students shortly after Winter term grades post and those students will be sent application information. Completed applications are due to the chair by approximately the end of the first week of Spring term. Groups of students based on class standing will then be forwarded to subcommittee chairs for review and selection of finalists and awardees. The total turnaround time from receiving applications to submitting awardees is

approximately four (4) weeks. The SRAC chair will notify awardees and provide information to university events for invitation information. Committee members are invited to attend the University awards event, but attendance is not required. This concludes the service by committee members unless additional business needs to be discussed.

DOCUMENTS AND FORMS

The following are the email templates and information that students will receive, in addition to any documents used by subcommittees.

- Email template: *Student Member Recruitment Message*
- Email template: *Drucilla Shepard Smith Award Letter*
- Email template: *Invitation to Apply for the Waldo-Cummings Outstanding Student Award*
- Email template: *Reminder Waldo-Cummings*
- Email template: *Waldo-Cummings Awardee*
- Email template: *Waldo-Cummings Application Regret Letter*
- Email template: *Waldo-Cummings Interview Regret Letter*
- Waldo-Cummings essay questions and file saving instructions
- Score Sheet Waldo-Cummings
- Interview Questions Waldo-Cummings

Email Template: Student Member Recruitment Message

The Student Recognition and Awards Committee (SARC) members would like a full complement of student committee member – a total of eight (8) students. The following is information about the SARC and an estimate of the time involved for student committee members:

The Student Recognition and Awards Committee (SRAC) coordinates awards that are all-University in nature and that are awarded by faculty to students. The committee is responsible for selecting the recipients of the Drucilla Shepard Smith Scholastic Awards and the Clara H. Waldo and E.A. Cummings Outstanding Student Awards. The Committee consists of ten Faculty, eight (8) Students, and a representative from Financial Aid (ex-officio, non-voting).

The full SRAC committee meets once or twice each year. Additionally, four (4) class sub-committees (First-Year, Sophomore, Junior, and Senior) are appointed by the Chair. The sub-committees meet a number of times during the early weeks of Spring Term to review applications and conduct interviews for the Waldo-Cummings Awards. The time commitment for student members is approximately 16 hours during the first four to five (4-5) weeks of Spring Term. Meeting times are arranged to facilitate the schedules of sub-committee members.

Student Recognition and Awards Committee members are invited to the All-University Recognition and Awards Event held in May.

Additional information about the Student Recognition and Awards Committee (SRAC) can be obtained

from a member or the chair, {*name and contact info of current chair*} Thank you for your interest in being a potential student member.

Student Recognition and Awards Committee

Email Template: Drucilla Shepard Smith Award Letter

Subject Line: Congratulation, Drucilla Shepard Smith Award

Dear [First Name]:

Congratulations! You are being presented with the Drucilla Shepard Smith Award. This award is presented annually to 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 20XX Oregon State University Student Recognition Awards and Dinner Event on {insert date here} from 6:00 to 9:00 pm 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 impressive achievement. Each recipient's name will be printed in the program and displayed on the screen during the event. Graduating seniors will be asked to come on stage for special recognition.

The OSU Scholarship Office will email you additional details and registration information. You will be given a promotional code for a free ticket for yourself, as well as a ticket for your academic advisor, a faculty member, or academic mentor who helped you earn this award.

Again, congratulations on maintaining a 4.0 OSU GPA and for receiving the *Drucilla Shepard Smith Award*! I look forward to meeting you at the Student Awards Recognition Dinner.

Sincerely,

{Name of current chair}

Chair, Faculty Senate Student Recognition and Awards Committee (SRAC)

Email Template: Invitation to Apply for the Waldo-Cummings Outstanding Student Award

Subject Line: Invitation to Apply for the Waldo-Cummings Outstanding Student Award

Subject Line: Congratulation, Drucilla Shepard Smith Award

Dear [First Name]:

Congratulations! You are being presented with the Drucilla Shepard Smith Award. This award is presented annually to 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 20XX Oregon State University Student Recognition Awards and Dinner Event on {insert date here} from 6:00 to 9:00 pm 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 impressive achievement. Each recipient's name will be printed in the program and displayed on the screen during the event. Graduating seniors will be asked to come on stage for special recognition.

The OSU Scholarship Office will email you additional details and registration information. You will be given a promotional code for a free ticket for yourself, as well as a ticket for your academic advisor, a faculty member, or academic mentor who helped you earn this award.

Again, congratulations on maintaining a 4.0 OSU GPA and for receiving the *Drucilla Shepard Smith Award!* I look forward to meeting you at the Student Awards Recognition Dinner.

Sincerely,

{Name of current chair}

Chair, Faculty Senate Student Recognition and Awards Committee (SRAC)

Email Template: Reminder Waldo-Cummings

Hi \${m://FirstName}!

Earlier this week I emailed you about the Waldo-Cummings Outstanding Student Award. If you are an undergraduate OSU student and interested in applying, this is a friendly reminder to submit the online application and supporting document before the deadline – **{Insert deadline here} at 5pm.**

If you are unable to complete the application in one sitting, you may exit and return at a later time. However, once you hit “Submit” no updates or revisions are possible. Also, no applications will be accepted after 5pm next Friday, **{confirm deadline here}**

Members of the Student Recognition and Awards Committee (SRAC) are honored to be reviewing the applications for the Waldo-Cummings Award. Please contact me if you have questions or need clarification.

Sincerely,

{Name and contact of current chair}

Chair, Student Recognition and Awards Committee

Email Template: Waldo-Cummings Awardee

Subject Line: Waldo-Cummings Outstanding Student Award

Dear [first name],

Congratulations! On behalf of the OSU Faculty Senate Student Recognition and Awards Committee, I am pleased to let you know you have been selected as an Awardee for the *Waldo-Cummings Outstanding Student Award*! The committee was extremely impressed by your academic accomplishments, extracurricular involvement, and leadership. The application pool was very strong this year and you distinguished yourself as being among the best of the best! Although the Waldo-Cummings Outstanding Student Award holds only a small monetary value, it is among the most prestigious awards bestowed by the University.

As a recipient of the Waldo-Cummings Award, we cordially invite you to attend the 20XX Oregon State University Student Recognition Awards and Dinner Event on **{insert event date and time}** pm 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 Awardee's name will be printed in the program and displayed on the screen during the event. You will also be invited to come on stage to accept your award certificate.

The OSU Financial Aid and Scholarships Office will email you additional details and registration information. You will be given a promotional code for a free ticket for yourself, as well as one ticket for an academic advisor, a faculty member, a special mentor who helped you earn this award. Students wanting to purchase additional tickets (maximum two additional tickets) for family or friends may do so but must register the guest(s) separately. This is an invitation only event and additional tickets cost **XXX**.

Again, congratulations on being an Awardee for the Waldo-Cummings Outstanding Student Award. I look

forward to meeting you at the Student Awards Recognition Dinner.

Sincerely,

{Name of chair here}

Chair, Faculty Senate Student Recognition and Awards Committee

Email Template: Wald-Cummings Application Regret Letter

Subject Line: Waldo-Cummings Award

Dear [First name];

On behalf of the OSU Faculty Senate Student Recognition and Awards Committee, I would like to thank you for submitting an application for the Waldo-Cummings Outstanding Student Award. The committee has completed the review process and selected the 20XX finalists who will be invited to interview for one of the awards. The application pool was very strong again this year with a record number of applicants. The committee was impressed by the academic accomplishments, extracurricular involvement, and leadership activities of the more than # applicants.

While you were not selected as a finalist for the Waldo-Cummings Outstanding Student Award this year, you are to be commended on your impressive academic achievements and leadership in the OSU community and beyond. You are an excellent example of how OSU students can excel academically and in leadership activities, and for that we are extremely grateful!

Best wishes,

{Name of Chair}

Chair, OSU Faculty Senate Student Recognition and Awards Committee

Email Template: Waldo Cummings Interview Regret Letter

Subject Line: Waldo-Cummings Outstanding Student Award

Dear [first name],

On behalf of the OSU Faculty Senate Student Recognition and Awards Committee, I would like to thank you for submitting an application for the Waldo-Cummings Outstanding Student Award. The committee enjoyed meeting you during the interview process and was impressed by your academic accomplishments, extracurricular involvement, and leadership.

While you were not selected for the Waldo-Cummings Outstanding Student Award this year, you are to be commended on your impressive academic achievements and dedicated service to the OSU community and beyond. You are an excellent example of how OSU students can excel academically and in leadership activities, and for that we are extremely grateful!

Sincerely,

{Name of chair}

Chair, Faculty Senate Student Recognition and Awards Committee

Waldo-Cummings Outstanding Student Award 20XX
Essay Questions

Essay Question Instructions: Answer the three (3) essay questions with as much detail as possible, but keeping each answer to 250 words or less. Then follow the file saving instructions listed below and upload the file when asked in the on-line application.

- 1) Describe your academic achievements including how you have challenged yourself academically in the past year.
- 2) Provide details about your most significant extracurricular activity and how it impacted you and the people/community it served.
- 3) Describe your most significant personal accomplishment including how you have overcome obstacles in the last year or longer. Explain what you learned about yourself in the process.

File Saving and Uploading

File Saving: When finished writing and editing your work, please copy the questions and your answers and paste them on a separate page at the end of your resume. Save in a secure place with ready access. Use the following naming format:

Last Name_Waldo-Cummings Award 20XX

Example: Johnson_Waldo-Cummings Award 20XX

File Uploading: When asked in the on-line application, upload the file containing your Essay

Questions/Answers followed by your resume.

The screenshot shows a web form for OSU. At the top left is the OSU logo. Below it, the text reads: "Supporting Documents: Please upload one file containing your resume/answer to the three (3) questions, and complete the Bio question." There is a horizontal line below this text. Further down, it says: "Upload one document containing your **current resume**, including a list of awards, scholarships and special recognition you have received in the past year or more, followed by **the questions and your answers to three (3) short essay questions.**" Below this text is a "Browse..." button. A large orange arrow points from the top right towards the "Browse..." button.

Questions: If you have questions about the Waldo-Cummings Outstanding Student Award or the application process, please contact {Name of chair}, Chair of the Student Recognition and Awards Committee, at {email address and phone number}.

Application Deadline: Friday, {insert date here} at 5pm

**Waldo Cummings Outstanding Student Award
Applicant Score Sheet – 20XX**

Applicant's Name _____ Evaluator _____

Class Standing _____ GPA _____ Date _____

Scoring Rubric				
Outstanding	Above Average	Average	Below Average	Marginal
10	9-8	7-6	5-4	3-0

- _____ Academic/Internship Pursuits
- _____ Diversity of Extracurricular Activities
- _____ Contributions/Innovations made to the community (OSU and/or local)
- _____ Awards/Honors received
- _____ Personal accomplishment/Overcoming obstacles

Total Points _____ /50

Notes/Comments:

**Waldo Cummings Outstanding Student Award
Applicant Score Sheet – 20XX**

Applicant's Name _____

Evaluator _____

Class Standing _____

GPA _____

Date _____

Scoring Rubric				
Outstanding	Above Average	Average	Below Average	Marginal
10	9-8	7-6	5-4	3-0

_____ Academic/Internship Pursuits

_____ Diversity of Extracurricular Activities

_____ Contributions/Innovations made to the community (OSU and/or local)

_____ Awards/Honors received

_____ Personal accomplishment/Overcoming obstacles

Total Points _____/50

Notes/Comments:

**Waldo-Cummings Outstanding Student Award 20XX
Interview Questions**

Name _____ GPA _____ Interview Day/Time _____

1. What are you currently studying at OSU and how do you see this relating to your future?

2. Would you explain how your extracurricular/leadership activities relate to your academic experiences?

3. How would a classmate or colleague describe you?

4. What skills or knowledge would you like to cultivate during the rest of your time as a student with OSU?

5. If given the opportunity, what one thing you would like to change at Oregon State University?

6. Ten years from now, how do you see yourself making a difference?
7. What information about yourself would you like to share with us that you were not able to provide on the application or already in this interview?
8. Ask a question triggered by unique/specific information on the applicant's application and/or resume.
9. Do you have any questions for us?

Thank the student and let him/her know {name of chair}, SRAC Chair will email them by {insert deadline here}.

**Faculty Senate Student Recognition & Awards Committee
2016-17 Timeline**

Friday, February 24, 2017	Committee meets to review application materials, selection process, and learn about sub-committee assignments
Wednesday, March 29, 2017	Qualified students emailed application information
Monday, April 3, 2017	Reminder sent to students about application deadline
Friday, April 7, 2017	Student application closes at 5pm
Monday, April 10, 2017 members	Student applications forwarded to subcommittee
Tuesday, April 10-19, 2017	Sub-committees meet and select students for interviews
Wednesday, April 19th	Deadline: Finalists notified and invited to sign-up for interviews (Sub-committee chairs communicate with students) Non-Finalists notified they are not advancing (SRAC Chair)
Monday April 24 – Friday, May 5th	Student Interviews

Monday, May 8, 2017

Deadline: Awardees & Honorable Mentions lists forwarded to SRAC Chair (Sub-Committee Chairs)
Awardees & Honorable Mentions emailed (SRAC Chair)

TBA

Awardees and SRAC members receive details about the All-University Award Recognition Dinner

TBA

Deadline: RSVP for All-University Award Recognition Dinner

Thursday, May 25

All-University Student Award Recognition Dinner