Faculty, Staff, and Student Awards Committee
December 4, 2012
Minutes

I. Newsletter Update
   a. Feedback
      i. Copy will be sent out via email to committee members to review for errors and provide feedback
   b. Groups for dissemination
      i. Newsletter will be sent to Alumni, COE faculty and staff, all COE students
      ii. Amy and Wendy will check with IT workers about creating a single email with all student email addresses
      iii. Plans to distribute newsletter Monday, December 10th

II. Bulletin Board
   a. Student Spotlight
      i. Graduate and undergraduate spotlights will be included, plus Heather Watson CREATE award
      ii. Wendy will have graduate assistant put board together
      iii. Future needs for the board will be determined as space allows, and when awards are given in spring semester
      iv. The possibility of both elementary and secondary student spotlights for the spring newsletter was discussed
      v. Wendy mentioned some departments were interested in highlighting their teacher candidates on website
   b. Faculty Board update
      i. Board should arrive soon

III. Conclusions
   a. Next meeting February 5th, 10:30 a.m.

Committee Members:

Amy Williamson, Chair- Present
Donna Gee- Absent
Kim Livengood- Present
Sandra Maxedon- Present
Mary McGlamery- Present
Christine Purkiss- Present
Lesley Casarez- Absent
Wendy Storms- Present