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 5<sup>th</sup>, 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