

**UNIVERSITY PROFESSIONAL CONTINUING EDUCATION  
ASSOCIATION (UPCEA)  
CENTRAL REGION  
2011 CELEBRATION OF EXCELLENCE PROGRAM  
CALL FOR NOMINATIONS**

**PURPOSE OF THE AWARDS**

The **UPCEA Central Region Celebration of Excellence Program** is designed to serve three major purposes: (1) To provide recognition to individuals who have originated new and successful programs, or who have made a major contribution to the field of Adult/Continuing Education either through service, research, or publication; (2) to provide recognition to creative and innovative credit and noncredit programs in the field; and (3) to communicate ideas regarding successful programs among the member institutions.

**ELIGIBILITY**

To be eligible to receive an award, the nominated individual or department must be part of an institution that is a current member of the UPCEA Central Region.

**CATEGORIES**

**CATEGORY 1: Innovative Program (Credit or Noncredit).** This award will be given to an outstanding new credit or noncredit program. To be eligible, nominated programs should have been offered by a Central Region member institution within the last two years. Priority consideration will be given to programs that deal with social, diversity or educational issues.

**EVALUATION CRITERIA FOR CATEGORY 1**

- **Completed Nomination Form**
- **Cost Effectiveness**—the program must be cost effective in a manner consistent with the stated program objectives.
- **Longevity**—the program must have completed at least one cycle to be considered.
- **Innovation**—extent to which the program uses creative ideas in one or more areas or applies ideas in new ways, especially electronic modalities.
- **Diversity**—programs intended to serve underserved populations.
- **Quality**—extent to which the program has fulfilled objectives. Nominations should include stated objectives, an estimate of success, and evaluation results.
- **Contribution to Adult/Continuing Education**—degree to which a program makes an ongoing and significant contribution to the field or can be replicated in other settings and institutions.

**CATEGORY 2: Mature Program (Credit or Noncredit).** This award will be given to a mature credit or noncredit program demonstrating sustained innovation. To be eligible, nominated programs must have been offered by a UPCEA Central Region member institution for the past five years. Priority consideration will be given to programs that deal with social, diversity or educational issues.

#### **EVALUATION CRITERIA FOR CATEGORY 2**

- **Completed Nomination Form**
- **Cost Effectiveness**—the program must be cost effective in a manner consistent with the stated program objectives.
- **Longevity**—the program must have been sustained for five years.
- **Innovation**—extent to which the program uses creative ideas in one or more areas or applies ideas to create sustainability, especially electronic modalities.
- **Diversity**—programs intended to serve underserved populations.
- **Quality**—extent to which the program has fulfilled objectives. Nominations should include stated objectives, an estimate of success, and evaluation results.
- **Contribution to Adult/Continuing Education**—degree to which a program makes an ongoing and significant contribution to the field or can be replicated in other settings and institutions.

**CATEGORY 3: Excellence in Teaching.** This award will be given to the individual who has provided outstanding leadership/service to continuing education in the UPCEA Central Region.

#### **EVALUATION CRITERIA FOR CATEGORY 3**

- **Completed Nomination Form**
- **Length of Service**—a minimum of 5 years
- **Innovation in Programming**—extent to which programs generated by the individual have been new, creative, reached diverse populations, or innovative.
- **Benefit to the Institution**—Exemplary contribution to the institution and the profession.
- **Outstanding Teaching and Mentoring of Students**—teaching may be defined to

include work with students at any level and in a wide variety of settings: teaching effectiveness includes the ability to meet student learning objectives and evidence of a student-centered approach; evidence of superior student mentoring should illustrate nominee's concern for student development beyond normal expectations of advising.

- **Overall Contribution to the Field**—research, publication, program development, conference, presentations, etc.

**CATEGORY 4: Professional Continuing Educator Award** recognizes the scholarship, leadership, and contributions of a person who has entered the profession in the last 5 to 10 years. **The recipient also will be nominated by the UPCEA Central Region for the UPCEA Adelle F. Robertson Professional Continuing Educator Award. Recipient must be a UPCEA member.**

#### **EVALUATION CRITERIA FOR CATEGORY 4:**

- **Completed Nomination Form**
- **Membership**—the nominee must be an UPCEA Great Plains Central Region professional member who has exhibited outstanding service to the profession.
- **Supporting Statements and Recommendations**—indicating why this individual deserves nomination for the award.
- **Current Vita of the Nominee**
- **Recommendations**—minimum of three recommendations from colleagues of the nominee who can attest to qualifications.

**CATEGORY 5: 2010 John L. Christopher Outstanding Leadership Award**—The John L. Christopher Outstanding Leadership Award honors the memory of Dr. John Christopher, former Dean of the School of Extended Studies and Public Service at the University of Wyoming. Dr. Christopher was a lifetime member of the UCEA and served the association, especially in many leadership roles in the former Great Plains Region. He was successful in his career because of his persistence, his personal strength, his knowledge and dedication to the field of continuing higher education, and his strong sense of professionalism. He was a man of strong convictions and remarkable achievements, with a keen intellect, a willingness to serve, and incredible sense of humor, and a practical, straight-forward approach to life.

#### **EVALUATION CRITERIA FOR CATEGORY 5:**

- Completed Nomination Form
- The award will be given to an UPCEA Central Region professional member who has

- exhibited outstanding leadership and service within the region.
- Items to be considered are committee activity, conference activity, promotion of UPCEA at the institutional, state and regional levels and commitment to adult and continuing education within the member's institution and the region.
  - The award recipient must be a current, professional member of UPCEA.
  - Current vita of nominee

**RECOGNITION:** Winner will be honored during the awards ceremony at the fall conference.

**CATEGORY 6: Research and Publication.** This \$750 award (**and conference registration waiver for one awardee**) will be given to the continuing educator, professor, or graduate student whose research proposal promises to make a significant contribution to the study of Adult or Continuing Education. The proposed research project must be completed by the end 2011-2012 academic year. It should be noted that the award recipient must be available to receive the award at the Central Regional Conference in Clayton, MO (October 12-14, 2011), and must present his/her findings at the Regional Conference the following year (2012). Areas of research may include, but are not limited to, such topics as adult teaching and learning, follow-up studies of adult students, etc.

**EVALUATION CRITERIA FOR CATEGORY 6:**

- **Completed Nomination Form**
- **Originality**—explores new ideas or original application of ideas.
- **Overall Quality**—extent to which the proposal defines its objectives, establishes an appropriate methodology, and sets a realistic timetable; overall merit of the proposal.
- **Application/Contribution to Adult/Continuing Education**—significance of the proposed project to the field of knowledge or the practice of adult/continuing education.

**Please submit nominations for the Research and Publication category to:**

Dr. Naj Shaik  
901 West University Avenue, MC-260  
Urbana, IL 61801-2438  
Phone (Office): 217-265- 9153  
email: shaik@ad.uiuc.edu

**CATEGORY 7: Outstanding Continuing Education Student Awards.** These two awards honor continuing education students who are either credit or noncredit students at UPCEA Central Region member institutions for achievement of excellence in pursuit of their educational goals.

**The recipients also will be nominated by the UPCEA Central Region for the UPCEA Professional Continuing Education Student Awards.**

## **EVALUATION CRITERIA FOR CATEGORY 7:**

- **Completed Nomination Form**

- **Criteria for Credit Students**

- 1) The nominee must have been enrolled in an undergraduate or graduate program at a UPCEA Central Region member institution within the past 12 months, or have graduated no more than one year prior to the time the award is granted.
- 2) The nominee must be an adult student who has met the challenge of an unconventional educational background and become an inspiration to others through the individual growth accomplished in pursuit of his/her educational goals.
- 3) The nominee shall have managed multiple/significant commitments and responsibilities effectively while engaged in his/her education.
- 4) The nominee must be 25 years of age or older.

- **Criteria for Noncredit Students**

- 1) The nominee must be enrolled in a noncredit program at a UPCEA Central Region member institution within the past 12 months.
- 2) The nominee must be an adult student who has achieved excellence in pursuit of his/her educational goals.
- 3) The nominee shall have managed multiple/significant commitments and responsibilities effectively while engaged in his/her education.
- 4) The nominee must exemplify the best characteristics and standards of the noncredit student.

- **Nomination Requirements**

- 1) The award(s) are made to persons upon recommendation from the UPCEA Central Region Awards Committee. 2) The award(s) are not necessarily given annually. 3) In order for nominated students to be eligible to receive the award, they must be present at the awards ceremony. It is expected that the nominating institution should provide travel expenses for the student; however, the UPCEA Central Region will provide some financial support for conference expenses of the award winner should the institution not be able to provide support.

- **Nomination Procedure**

- 1) Each nomination must include a nomination form, a current vita of the nominee, and two letters of nomination or support from informed individuals; e.g., academic department chair or faculty member; dean or director of continuing education; president or vice president of the nominee's institution. The letters must address the nominee's accomplishments.
- 2) The nominee must write a statement describing his or her achievements with an emphasis on the growth accomplished while enrolled as a student.
- 3) Documentation of the student's excellence in achievements must include materials such as grade point average, official transcripts, CEUs, student activities, university involvement, community contributions, employment, job performance, and so forth.

**CATEGORY 8: Continuing Education Support Specialist Award—Staff in a Support Role.**

The purpose of this award is to provide recognition to a UPCEA Central Region professional member or a continuing education staff person of a member institution who has exhibited creativity and innovation in the area of program support (i.e., public information officers, marketing personnel, business personnel, registration staff, etc.).

**EVALUATION CRITERIA FOR CATEGORY 8:**

- **Completed Nomination Form**
- **Criteria**
  - 1) Must be a current UPCEA professional member or a member of a UPCEA Central Region institution's continuing education staff.
  - 2) Information submitted should describe the unique circumstances of support to the continuing education unit and focus on the effects of the nominee's service.
  - 3) Consideration will be given to creative and innovative work in support of adult and continuing education programs.
- **Supporting narrative** (no longer than two pages) describing how the nominee meets the award criteria, purpose, and description.

**UNIVERSITY PROFESSIONAL CONTINUING EDUCATION  
ASSOCIATION CENTRAL REGION  
2011 CELEBRATION OF EXCELLENCE PROGRAM**

**SELECTION PROCESS**

- 1) Each nomination (except those in the Research and Publication category) will be reviewed by three members of the UPCEA Central Region Awards Committee. The reviewers will independently rate nominations on the basis of the stated evaluation criteria for each category.
- 2) Nominations in the Research and Publication category will be evaluated by a committee appointed by the Research Chair of the UCEA Central Region.
- 3) The UPCEA Central Region Awards Committee may recognize more than a single nomination in a given category; the Committee reserves the right to withhold awards in a category if the nominations do not meet the stated evaluation criteria.
- 4) The Committee's decisions will be final.

**APPLICATION PROCEDURE**

- 1) To submit a nomination, complete the appropriate Award Nomination Form.
- 2) Attach a brief narrative (maximum of two pages, double-spaced) and any supporting material or information, e.g., brochures, evaluation summaries, news/press releases, ads.
- 3) **FOUR SETS** of the nomination form, narrative, and supporting materials must be submitted to:

Julie Uranis  
Awards Co-Chair, UPCEA Central Region  
Eastern Michigan University  
101 Boone Hall  
Ypsilanti, MI 48197  
[juranis@emich.edu](mailto:juranis@emich.edu)

- 4) **Nominations must be RECEIVED by Friday, August 5, 2011. They will not be considered after this date.** NOTE: Nominations materials will not be returned.

**RECOGNITION/AWARD PRESENTATIONS**

Each recipient of an award will receive a plaque at the Awards Ceremony, and appropriate regional nominations will be forwarded to UPCEA for national award consideration.

**UPCEA CENTRAL REGION  
2011 CELEBRATION OF EXCELLENCE PROGRAM  
NOMINATION FORM  
CREATIVE PROGRAM (CREDIT OR NONCREDIT)**

**AWARD CATEGORY 1: (Please check only one; you may duplicate this form as needed.)**

\_\_\_ CREATIVE PROGRAM (CREDIT)

\_\_\_ CREATIVE PROGRAM (NONCREDIT) PROGRAM

TITLE \_\_\_\_\_

PROGRAM DIRECTOR \_\_\_\_\_

SUBMITTED BY \_\_\_\_\_

INSTITUTION \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY, STATE, ZIP \_\_\_\_\_

TELEPHONE (WORK) \_\_\_\_\_ (FAX) \_\_\_\_\_

E-MAIL: \_\_\_\_\_

Name(s) of individual(s) and/or institution to be credited on the award certificate:

Date(s) of program \_\_\_\_\_ Location \_\_\_\_\_

Number of participants \_\_\_\_\_

Funding source(s):

(1) \_\_\_\_\_ Amount \_\_\_\_\_

(2) \_\_\_\_\_ Amount \_\_\_\_\_

(3) \_\_\_\_\_ Amount \_\_\_\_\_

(4) \_\_\_\_\_ Amount \_\_\_\_\_

**Attach a narrative description (maximum two pages, double-spaced) and supporting materials.**

- Program objectives:
- How well did this program meet its objectives? Evaluation procedures:
- Evaluation results:
- Was the program cost effective in a manner consistent with stated program objectives? Who was the primary audience for this program?
- How does this program lend itself to replication in other settings or institutions?
- To what degree does this program make a significant or ongoing contribution to the field of Adult/Continuing Education?
- Has the program completed at least one cycle?

**Send four sets of the complete nomination packet with attachments to:**

Julie Uranis  
Awards Co-Chair, UPCEA Central Region  
Eastern Michigan University  
101 Boone Hall  
Ypsilanti, MI 48197  
[juranis@emich.edu](mailto:juranis@emich.edu)

**THE DEADLINE FOR RECEIPT OF MATERIALS IS FRIDAY, August 5, 2011.**

**NOTE:** Nominations materials will not be returned.

**RECOGNITION/AWARD PRESENTATIONS**

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**UPCEA CENTRAL REGION  
2011 CELEBRATION OF EXCELLENCE PROGRAM  
NOMINATION FORM  
MATURE PROGRAM (CREDIT OR NONCREDIT) AWARD**

**CATEGORY 2: (Please check only one; you may duplicate this form as needed.)**

CREATIVE PROGRAM (CREDIT)

CREATIVE PROGRAM (NONCREDIT) PROGRAM

TITLE \_\_\_\_\_

PROGRAM DIRECTOR \_\_\_\_\_

SUBMITTED BY \_\_\_\_\_

INSTITUTION \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY, STATE, ZIP \_\_\_\_\_

TELEPHONE (WORK) \_\_\_\_\_ (FAX) \_\_\_\_\_

E-MAIL: \_\_\_\_\_

Name(s) of individual(s) and/or institution to be credited on the award certificate:

Date(s) of program \_\_\_\_\_ Location \_\_\_\_\_

Number of participants \_\_\_\_\_

Funding source(s):

(1) \_\_\_\_\_ Amount \_\_\_\_\_

(2) \_\_\_\_\_ Amount \_\_\_\_\_

(3) \_\_\_\_\_ Amount \_\_\_\_\_

(4) \_\_\_\_\_ Amount \_\_\_\_\_

**Attach a narrative description (maximum two pages, double-spaced) and supporting materials.**

- Program objectives:
- How well did this program meet its objectives? Evaluation procedures:
- Evaluation results:
- Was the program cost effective in a manner consistent with stated program objectives? Who was the primary audience for this program?
- How does this program lend itself to replication in other settings or institutions?
- To what degree does this program make a significant or ongoing contribution to the field of Adult/Continuing Education?
- Has the program been in existence five years or longer?

**Send four sets of the complete nomination packet with attachments to:**

Julie Uranis  
Awards Co-Chair, UPCEA Central Region  
Eastern Michigan University  
101 Boone Hall  
Ypsilanti, MI 48197  
[juranis@emich.edu](mailto:juranis@emich.edu)

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**UPCEA CENTRAL REGION  
2011 CELEBRATION OF EXCELLENCE PROGRAM  
NOMINATION FORM  
EXCELLENCE IN TEACHING AND FACULTY SERVICE AWARD**

**AWARD CATEGORY 3**

NOMINEE \_\_\_\_\_

TITLE \_\_\_\_\_

INSTITUTION \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY, STATE, ZIP \_\_\_\_\_

SUBMITTED BY \_\_\_\_\_

TITLE \_\_\_\_\_

INSTITUTION \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY, STATE, ZIP \_\_\_\_\_

TELEPHONE (WORK) \_\_\_\_\_ FAX \_\_\_\_\_

E- MAIL \_\_\_\_\_

List specific programs the nominee has developed, coordinated, and/or presented.

How has the work of this individual brought credit or recognition to his/her institution or community?

Audiences served by this individual or his/her programs.

Other awards received by this individual.

List research undertaken and publications of the nominee.

List any national, regional, state, or local leadership responsibilities of the nominee (include offices held, committee assignments, etc.).

**Attach a brief (maximum two pages, double-spaced) narrative description and any supporting materials.**

**Send four sets of the complete nomination packet with attachments to:**

Julie Uranis  
Awards Co-Chair, UPCEA Central Region  
Eastern Michigan University  
101 Boone Hall  
Ypsilanti, MI 48197  
[juranis@emich.edu](mailto:juranis@emich.edu)

**DEADLINE FOR RECEIPT OF MATERIALS IS FRIDAY, August 5, 2011.**

**NOTE:** Nominations materials will not be returned.

**RECOGNITION/AWARD PRESENTATIONS:**

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**UPCEA CENTRAL REGION  
2011 CELEBRATION OF EXCELLENCE PROGRAM  
NOMINATION FORM  
PROFESSIONAL CONTINUING EDUCATOR AWARD & THE JOHN L.  
CHRISTOPHER LEADERSHIP AWARD**

**(Please check only one. You may duplicate this form as needed.)**

**\_\_\_\_\_AWARD CATEGORY 4: PROFESSIONAL CONTINUING EDUCATOR\***

**\_\_\_\_\_AWARD CATEGORY 5: John L. Christopher Leadership Award**

*\*The recipient of the Professional Continuing Educator Award will be nominated by the UPCEA Central Region for the UPCEA Adelle F. Robertson Award. Individual must be a member of UPCEA.*

NOMINEE \_\_\_\_\_

POSITION \_\_\_\_\_

INSTITUTION \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY, STATE, ZIP \_\_\_\_\_

TELEPHONE (WORK) \_\_\_\_\_ (FAX) \_\_\_\_\_

E- MAIL \_\_\_\_\_

**REMARKS: (Attach typed, double-spaced sheets. Please limit to 500 words.)**

**VITA: ATTACH A COPY OF THE NOMINEE'S CURRENT VITA.**

SUBMITTED BY \_\_\_\_\_ TITLE \_\_\_\_\_

INSTITUTION \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY, STATE, ZIP \_\_\_\_\_

TELEPHONE (WORK) \_\_\_\_\_ (FAX) \_\_\_\_\_

E-MAIL \_\_\_\_\_ SIGNED \_\_\_\_\_

**Submit four sets of the nomination to:**

Julie Uranis  
Awards Co-Chair, UPCEA Central Region  
Eastern Michigan University  
101 Boone Hall  
Ypsilanti, MI 48197  
[juranis@emich.edu](mailto:juranis@emich.edu)

**DEADLINE FOR RECEIPT OF ENTRIES IS FRIDAY, August 5, 2011.**

**NOTE:** Nominations materials will not be returned.

**RECOGNITION/AWARD PRESENTATIONS:**

Each recipient of an award will receive a plaque at the Awards Ceremony, and appropriate regional nominations will be forwarded to UPCEA for national award consideration



**Attach a copy of the completed proposal to each of four nomination forms. Mail all FOUR sets of the nomination form with your attached proposal to:**

Dr. Naj Shaik  
901 West University Avenue, MC-260  
Urbana, IL 61801-2438  
Phone (Office): 217-  
265-9163 email:  
shaik@ad.uiuc.edu

**THE DEADLINE FOR RECEIPT OF MATERIALS IS FRIDAY, August 5, 2011.**

**RECOGNITION/AWARD PRESENTATIONS:**

Each recipient of an award will receive a plaque at the Awards Ceremony, and appropriate regional nominations will be forwarded to UPCEA for national award consideration. In addition the recipient will receive a \$750.00 award to assist with his/her research and a complimentary registration to the October 12-14, 2011 conference.

**UPCEA CENTRA REGION  
2011 CELEBRATION OF EXCELLENCE PROGRAM  
NOMINATION FORM  
OUTSTANDING CONTINUING EDUCATION STUDENT AWARD**

**AWARD CATEGORY 7: (Please check only one. Duplicate this form as needed.)**

\_\_\_\_\_ **OUTSTANDING CONTINUING EDUCATION STUDENT (CREDIT)**

\_\_\_\_\_ **OUTSTANDING CONTINUING EDUCATION STUDENT (NONCREDIT)**

NOMINEE \_\_\_\_\_

STUDENT STATUS:

\_\_\_\_\_ UNDERGRADUATE STUDENT \_\_\_\_\_ GRADUATE STUDENT

FROM \_\_\_\_\_ TO \_\_\_\_\_  
(month) (day) (year) (month) (day) (year)

INSTITUTION \_\_\_\_\_

COLLEGE \_\_\_\_\_

DEPARTMENT \_\_\_\_\_

PROGRAM/SPECIALTY \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY, STATE, ZIP \_\_\_\_\_

SUBMITTED BY \_\_\_\_\_

TITLE \_\_\_\_\_

INSTITUTION \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY, STATE, ZIP \_\_\_\_\_

TELEPHONE (WORK) \_\_\_\_\_ (FAX) \_\_\_\_\_

E-MAIL \_\_\_\_\_

## **Nomination Procedure:**

- 1) The nominee must write a brief narrative (maximum two pages, double-spaced) describing his or her achievements with an emphasis on the growth accomplished while enrolled as a student. Include some of the challenges of an unconventional educational background and how the individual's growth experienced in pursuit of his/her educational goals could become an inspiration to others. Describe how the nominee has effectively managed multiple/significant commitments and responsibilities while engaged in his/her education.
- 2) Documentation of the student's excellence in achievements must include material such as grade point average, official transcripts, CEUs, student activities, university involvement, community contributions, employment, job performance, age (must be 25 years of age or older), and so forth.
- 3) Include a current vita of the nominee.
- 4) Include two letters of nomination or support from informed individuals; e.g., academic department chair or faculty member; dean or director of continuing education; president or vice president of the nominee's institution. The letters must address the nominee's accomplishments.
- 5) **SUBMIT FOUR SETS** of the nomination form, narrative, and support materials to:

Julie Uranis  
Awards Co-Chair, UPCEA Central Region  
Eastern Michigan University  
101 Boone Hall  
Ypsilanti, MI 48197  
[juranis@emich.edu](mailto:juranis@emich.edu)

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## **RECOGNITION/AWARD PRESENTATIONS**

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**UPCEA CENTRAL REGION  
2011 CELEBRATION OF EXCELLENCE PROGRAM  
NOMINATION FORM  
CONTINUING EDUCATION SUPPORT SPECIALIST AWARD**

**AWARD CATEGORY 8:**

NAME \_\_\_\_\_

TITLE \_\_\_\_\_

INSTITUTION \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY,

STATE, ZIP \_\_\_\_\_

SUBMITTED BY \_\_\_\_\_ TITLE \_\_\_\_\_

INSTITUTION \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY, \_\_\_\_\_

STATE, ZIP \_\_\_\_\_

TELEPHONE (WORK) \_\_\_\_\_ (FAX) \_\_\_\_\_

E-MAIL \_\_\_\_\_

**List specific and unique circumstances of support.**

**Describe effects of service.**

**Describe creativity and innovative work in support of Adult and Continuing Education.**

**Attach a brief (maximum of two typed pages, doubled spaced) narrative description and**

**any supporting materials.**

**Send four sets of the complete nomination packet with attachments to:**

Julie Uranis  
Awards Co-Chair, UPCEA Central Region  
Eastern Michigan University  
101 Boone Hall  
Ypsilanti, MI 48197  
[juranis@emich.edu](mailto:juranis@emich.edu)

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