

August 16, 2011

To: Theodore Wendt, Convener
Scholarship & Awards Committee

From: Steve Senger, Chair
Faculty Senate

This memo is intended to serve as the initial charge letter to the Scholarship & Awards Committee for the 2011-2012 academic year.

Per Faculty Senate Bylaw II. (s): “Each faculty committee shall hold an organizational meeting and report the name of the chairperson to the senate office by **October 1**. (Joint Chairpersons are not permitted.)”

Therefore, as the convener of the Scholarship & Awards Committee, please arrange, as soon as feasible, an organizational meeting. In addition to a chairperson, please also elect a secretary.

Primary responsibilities of the chairperson include:

- promptly informing the Senate office (5-8018) the results of the election of officers and any changes in committee membership.*
- organizing and conducting meetings.
- completing a year end report on the Scholarship & Awards Committee activities to be submitted to the Senate Office no later than May 31, 2012.

*The committee chairperson should carefully review Faculty Senate Bylaw II, “Faculty Standing Committees” for information on committee attendance and the role of alternates.

Primary responsibilities of the secretary include:

- recording minutes of each meeting.
- promptly sending approved meeting minutes to Sibbie Weathers (weathers.sylv@uwlax.edu) so that the minutes can be posted on the faculty senate website.

In the event the committee chooses to rotate secretarial duties, please designate one person to be responsible for e-mailing the meeting minutes to Sibbie Weathers.

We will continue to use *Posterous* for both meeting announcements and reporting of meeting minutes. Committee chairs are responsible for including the *Posterous* address (post@fcommittees.posterous.com) on meeting announcements. This will satisfy the Open Meetings requirements. Committee secretaries are responsible for sending minutes to both Sibbie and the *Posterous* site.

Although no special charge is being given to the committee this year, should the membership wish to bring any policy issues to the attention of the senate, it should certainly do so. Any recommendations that the committee would like to make to the senate should be submitted to our office in a timely fashion.

If you have questions or concerns please contact me at any time during the year. Finally, if the Senate Executive Committee or I can assist your committee in any way during the year, please do not hesitate to ask.

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cc: Scholarship & Awards Committee Members