

## Planning Committee 2021-2022 End of Year Report

### Submitted

#### Fall 2021

- The committee met on September 13, 2021 and selected Kathy Boothe as chair.
- October 12, 2021, committee received an email with faculty and adjunct to review for any known changes.
- Planning Committee was tasked with contacting past year's Teacher of the Year to work on nomination for the Oklahoma Medal for Excellence award. Senator Clark reached out to Riley and she accepted the nomination. Information was sent to her on October 12, 2021 on how to complete the nomination paperwork
  - This is something that the senate would like this committee to continue in the future
  - Planning committee and Faculty Senate Chair worked together on nomination letter

#### Spring 2022

- Nominations for Faculty Senate Awards opened on November 18, 2021 and closed on February 7, 2022. Nominations were collected via Survey Monkey.
  - Nominees were emailed by the committee to request supporting documents on February 18, 2022. Google Form link for supporting documentation was included.
- Committee met on February 17, 2022
  - Reviewed nominations that seemed to be in the wrong category
  - Determine cut-off for upcoming vote for Adjunct of the year
  - Discussed 2 of last year's charges
    - Do we want to offer a 2<sup>nd</sup> choice for Teaching during 1<sup>st</sup> round of voting?
      - Due to having a run-off in the area of teaching, the committee decided to delete the 2<sup>nd</sup> choice during 1<sup>st</sup> round of voting. – Will need to be approved to change policy change in 2022/2023 school year
    - Voting process to eliminate name recognition bias?
      - We will keep the same process that has been in place in previous years
- On February 23, 2022 an email was sent to all faculty soliciting nominations for Lifetime Achievement Award.
  - On March 10, the nominees were sent an email requesting supporting documentation for their Lifetime Achievement Nomination. Supporting documents were due on Thursday March 24, 2022

- 1<sup>st</sup> round of voting began Monday March 7, 2022 and lasted 2 weeks, due to Spring Break. Voting closed Monday March 21, 2022. Email was sent to all full-time faculty.
- Committee met on March 23, 2022
  - Reviewed the teaching nominations to create 2<sup>nd</sup> round of voting for Teaching award.
  - Discussed possible recognition for long-term senator – Dr. Fridley
- Emails regarding the School Run-off voting were sent, via Survey Monkey, to faculty in each School on March 23, 2022 and the voting ended on April 1, 2022 @ 5:00pm.
- Survey Monkey emails were sent to the Faculty Senate members on March 28, 2022 to vote for Lifetime Achievement, Teacher of the Year, and Adjunct of the Year. Voting closed April 1, 2022 @5:00pm.
- April 6, 2022 name plates were taken to be engraved for Lifetime Achievement and Professor of the Year. Senator Kramer picked these up on April 7, 2022 and delivered to the administration building on April 19, 2022.
- Recognition plaque ordered for Senator Fridley on April 20, 2022
- Winners were announced at the Faculty/Staff Celebration on Monday April 18, 2022.
  - All Framed certificates were picked up at the Faculty/Staff Celebration except for one, which was picked up April 19, 2022.
- Monies for award winners will be distributed this fiscal year in May 2022.
  - Email was sent on April 19 to request how winners want to receive their award money this summer. There were due by April 26.

### **Charges for 2022-2023**

- Discuss possibly rewording nomination email to ensure nominators understand the link can be used more than once – help alleviate putting more than 1 area into 1 nomination
- Review and possibly revise policy for clarity (a few things to think about are listed below)
  - Do we need a 2<sup>nd</sup> choice vote for Teaching during the 1<sup>st</sup> round since we already do a run-off vote with the top nominees?
  - Is there a way to ensure a variety of winners for Professor of the Year if the same person is nominated several times?
  - Do we need to request supporting documents from Adjunct of the Year nominees, like what we do for the other awards?