I. Approval of the Agenda – Approved
II. Approval of the Minutes of the October 25, 2012 Meeting. – Approved
III. Action and Discussion
   A. Approve the award descriptions
      1. Excellence in Advising and Mentorship
         a. Additions/Deletions
            i. Omit the word graduate from award title.
            ii. B.1. – remove the word graduate
            iii. D.2. – replace the wording “200-300 word statement” with “up to 500 word statement”. Replace graduate teaching with advising/mentorship.
            iv. D.3. - remove the word graduate
            v. D.4. - replace undergraduate instructor with advisor/mentor
      2. Excellence in Engagement
         a. Additions/Deletions
            i. Definition – In distinction to the recognition for Service, this award recognizes excellence in the university’s “Engagement Initiative Program”, which is defined as a formal collaboration between the faculty and a local, regional, or global community partner. This award recognizes the interplay among teaching, research and student learning. One award will be given.
            ii. B.1. - remove the word graduate
            iii. D.2. - replace the wording “200-300 word statement” with “up to 500 word statement”.
            iv. D.3. - replace the wording “200-300 word statement” with “up to 500 word statement”. Capitalize the “I” in Initiative
      3. Excellence in Librarianship
         a. Additions/Deletions
            i. Definition – This award recognizes excellence in any field of library services. One award will be given.
            ii. D.2. - replace the wording “200-300 word statement” with “up to 500 word statement”.
      4. Excellence in Research and Creative Activities
         a. Additions/Deletions
            i. Definition – This award recognizes excellence in scholarly achievement or artistic/literary accomplishment. Six awards will be given.
            ii. B.1. - remove the wording “and librarians”
            iii. D.2. - replace the wording “200-300 word statement” with “up to 500 word statement”.

In Attendance: Luda Dolinsky, Lori Driver, Lilliam Martinez Bustos, Lynne Miller, Richard Palmer, Karen Paul, Darden Pyron, Donald Rosellini
Absent: Kinzy Jones, Jose R. Lopez, Michelle Odai, Angie Ortega Fridman
Guest: Damaris Valdes
iv. D.3. – inclusion of language: with brief notation, where relevant, of the importance of these venues at the end of the first sentence.

v. D.5. – The file might also contain as many as five reviews or notices that confirm merit of the nominee’s work.

5. Excellence in Service
   a. Additions/Deletions
      i. Definition – This award recognizes excellence in service in any one or more categories: 1) department/college; 2) university; 3) professional; 4) community- local, national, and international. One award will be given.
      ii. B.1. - remove the wording “and librarians”
      iii. D.2. - replace the wording “200-300 word statement” with “up to 500 word statement”.
      iv. D.4. - inclusion of language: with brief notation, where relevant, of the importance or significance of this service at the end of the first sentence.

6. Excellence in Undergraduate Teaching
   a. Additions/Deletions
      i. Definition – This award recognizes excellence in teaching. Six awards will be given.
      ii. B.1. - remove the wording “and librarians”
      iii. D.2. - replace the wording “200-300 word statement” with “up to 500 word statement”. Remove the word graduate.
      iv. D.3. – A list of student names, dissertation/thesis titles and dates of student completion while at FIU with any honors those students have won; summaries, where relevant, of accomplishments of present or past students.
      v. D.4. – The file should contain three to five letters of support that speak directly to the candidate’s merit as an instructor.
      vi. D.5.b. – Damaris to provide formal name for university summaries
      vii. D.5.b. - Damaris to provide formal name for university summaries
      viii. D.5.e. – included in language of D.3.

B. Set award timeline/future meeting dates
   1. Announcement to University to be sent out by December 1st.
   2. Accepting nominations up to February 1st.
   3. Deadline is February 15th.
   4. The committee will meet after the February 15th deadline to discuss voting method.

IV. Unfinished business
   Vote on Honorary Degree Nomination: Dr. Marie V. McDemmond
   Damaris will send out nomination through email. The committee members will send her a vote in favor or against the nomination.

V. New business
   A. The committee has been tasked to think about what we can do to ease the burden of reviewing files. Idea brought forth that colleges should pre-screen applicants before forwarding to HDAC. This will be an agenda topic next meeting.

Meeting adjourned at 3:45 p.m.