## **UNIVERSITY SENATE ANNUAL COMMITTEE REPORT**

Committee Name: Medallion Awards 2018-19

Number of Meetings Held this Year: at least five in-person meetings as well as countless email

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Committee Co-Chairs: Esther Mas and Asadeh (Asi) Nia-Schoenstein

Committee Members: charged with processing and production of the annual Medallion

I	Esther Mas Sern&awards.	We solicited, are processing a	nd delivering 90 Medallion Awards,	which rec
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the deadline of March 1, 2019, to make sure every department had sufficient time. Esther and I distributed information and forms, resolved budgetary concerns, ordered the medallions as the selection forms came in, proofread medallion recipients' names, and served as a delivery service between Pitman Jewelers and colleges.

- In the process, departments were reminded of the following:
  - o Departments are responsible for notifying their Medallion recipients and sponsors.
  - Those departments that wish to award a certificate along with the Medallion need to use the Medallion Certificate template approved by Lori Marshall.
- Our spreadsheet was updated as