



MEMORANDUM

To: Executive Committee of Faculty Council (March 21, 2019)
Faculty Council (April 11, 2019)

From: Dr. Jennifer Farmer
Chair, Scholarships and Awards Committee

Date: March 6, 2019

Re: **Scholarships and Awards Committee Goals for 2018-2019**

REPORT CLASSIFICATION

This is a routine or minor policy matter that will be considered by the Executive Committee for approving and forwarding to Faculty Council for information.

BACKGROUND

The Scholarships and Awards Committee (SAC) is responsible for administering the undergraduate academic awards and grants under the jurisdiction of the Faculty of Applied Science & Engineering (FASE). Each year, this committee allocates over \$500,000 through almost 200 undergraduate scholarships during an intense two-day meeting. The basis for awarding these scholarships can include:

- **Academic Excellence:** Assessed through grades using Annual Grade Point Average, standing in individual courses, or trends of improvement.
- **Financial Need:** Assessed either by student participating in financially related programs or on financial information submitted by the students for consideration.
- **Extracurricular Involvement:** Assessed information submitted by students to the in house developed e-portfolio system.
- **Other Unique Factors:** Rare, but when needed assessed by the committee on a case-by-case basis. It includes factors such as scholarships only for students from a specific geographic region or membership in an under-represented group.

The committee is also frequently involved in specific scholarships such as the 5T3, 3T5, Leaders of Tomorrow, etc.

COMMITTEE GOALS

In addition to the annual responsibilities above, the SAC plans to implement the following tasks in its current term (October 2018-October 2019).

- **Update the Committee Manual:** The manual was last updated in 1999. The committee will update the manual to better communicate current practices of the committee.
- **E-Portfolio Participation:** The committee uses the e-portfolio to assess students' non-academic activities (sports, clubs, community and governance involvement, professional development, etc.). Over the past few years, there have been major improvements to the system in order to increase its user friendliness to both the students and the committee members. Despite these upgrades, many students still do not complete the e-portfolio and/or do not continue to update it throughout their studies. These students are then excluded from selection for many awards that are not purely based on academic performance. The committee is reviewing participation rates from previous years and will continue to investigate methods on improving the response rate in their programs.
- **Promotion of External Awards:** Although external awards fall outside the jurisdiction of the SAC, the committee feels it is important to raise awareness of these prestigious awards (e.g., Order of the White Rose, Rhodes Scholarships, etc.) and will continue to promote external awards to our students and faculty. The committee will strive to measure the effectiveness of promoting these awards by monitoring award recipients.

PROPOSAL/MOTION

For information.