

**Presidential Report
Academic Honors & Awards Day Standing Committee
Academic Year 2004-2005**

Members: Inga Filippo (Chair), Carrie Brennan, Bert Brisson, Houston Davis, Allen Henderson, Norbert Puszkar, Abu Sarwar, Nancy Smithfield, Janet Tracey

First meeting with all members present was held on January 25, 2005 - finalized date and location for Academic Honors & Awards Day as Wednesday, April 27, 2005 at 3:00 p.m. Music/Mass Communication Concert Hall.

Items discussed and individual tasks allocated to various members:

- Location, flowers and food – Inga Filippo
- Announcement of students names – Frank Parcels
- Music – Allen Henderson
- Programs, departmental awards, and ceremony logistics – Bert Brisson, Inga Filippo & Janet Tracey
- Faculty Attendance, line-up, and processional – Houston Davis & Norbert Puszkar
- Drane, Harvill Civitan, Hawkins Award, Distinguished Community Service Award – Carrie Brennan & Nancy Smithfield
- Distinguished Professor Award – Inga Filippo

Various subsequent meetings were held at different times individually with those responsible for various tasks to assess timeline status.

Second formal meeting held with entire committee on March 16, 2005 – all assignments were current and being carried out in a timely manner.

New formats adopted by 2004-2005 Committee:

- Certificate/instruction letter combined in one and mailed to all honor students.
- Student honor pins given to all honor students at each ceremony.
- The Richard M. Hawkins Award, Distinguished Community Service Award, Alumni Distinguished Professor Award and the Socrates Awards will be presented at Academic Awards Day ceremony.

All Student and Faculty Awards were concluded with success. The Academic Awards Day ceremony held on April 27, 2005 was the most successful ever with an honor student turnout of approximately 300. Guests were in attendance filling all available seats including any standing room in the balcony area.

Standing Committee Annual Report for 2004-2005 Academic Year

ACADEMIC HONORS AND AWARDS COMMITTEE

Meeting Dates in Current Year:

Oct. Nov., 2004 and Jan. Feb. March., 2005

Major Actions or Accomplishments:

- 1. Plans all activities pertaining to the Academic Honors and Awards Day held in late April of each academic year.**
- 2. Sends invitations to all eligible students and their family members.**
- 3. Provides unique honor pins for the students.**
- 4. Arranges reception, flowers and music.**
- 5. Coordinates electronic voting procedures for the selection of the five faculty/community member awards and the two distinguished student awards.**
- 6. Sends communication to all others involved beside the committee members, e.g., as subcommittee members for each of the awards, academic departments for the special awards, computer services, graduate school, alumni office, student affairs office and others.**
- 7. Develops the printed program.**
- 8. Arranges processions and seating for those in attendance.**

***Suggestion that the director of the alumni & annual giving, and the vice president of student affairs serve as standing members on the committee because they are directly responsible for the distinguished professor award, and the distinguished community service award.**

**Respectfully submitted by Inga Filippo
May 5, 2005**