

## MEMORANDUM

TO: Student Awards Committee

FROM: Sam Minner, Provost and Vice President for Academic Affairs

DATE: October 2011

SUBJECT: Committee Membership

I am writing to congratulate the following persons on their appointment or election to the Student Awards Committee for the 2011-2012 academic year in accordance with Radford University's Internal Governance Document. Your interest in and commitment to Radford University by serving on this committee is very much appreciated.

### **Membership:**

### **Terms**

Associate Director for Student Activities & Leadership	Ms. Jessica Twiest	Permanent
Teaching Faculty	Dr. Steven Beach	2011-2013
Teaching Faculty	Dr. Rodrigo Hernandez	2010-2012
Student (Undergraduate)	Mr. Dylan Smith	2011-2012
Student (Undergraduate)	Ms. Pinar Maurice	2011-2012
Grad Asst to Assoc. Dir. of Student Activities	Ms. Alice Coughlin	2010-2012

### **Committee Function:**

Reviews, recommends, and administers policy and the selection process concerning the Who's Who Program, the Outstanding Student Awards, and other campus-wide student award activities. Decisions regarding policy matters will be referred to the Student Affairs Executive Council.

The Responsible Administrator listed below or his/her designee shall call the first meeting of the committee at which the committee will elect a chair. It is the responsibility of the chair to insure that minutes are recorded for each committee meeting. Those minutes and supporting documents shall be forwarded to the Responsible Administrator and copied to Dr. Rhett Herman for posting on the Faculty Senate website as soon as possible after each meeting.

### **Designated Administrator:**

Assistant Vice President for Student  
Affairs/Director of Student Activities