



Minnesota
STATE COLLEGES
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MEMORANDUM

DATE: February 14, 2013

TO: Presidents
Chief Academic Officers
Chief Student Affairs Officers

FROM: Douglas Knowlton, Vice Chancellor for Academic and Student Affairs


SUBJECT: Annual Academic and Student Affairs Awards and Diversity and Equity Awards

I am pleased to announce that nominations are now being accepted for the annual Academic and Student Affairs Awards and the Diversity and Equity Awards.

The *Academic and Student Affairs Awards* are in the following four categories:

- Innovative Student Affairs Program,
- Excellence in Curriculum Programming,
- Outstanding Academic and Student Affairs Administrator, and
- Innovative Partnering and Collaboration.

The *Academic and Student Affairs Awards* reflect the Board of Trustees' pride in the excellence and innovation of academic and student affairs programs and people. Nominations for academic and student affairs awards may be submitted by any member of the college or university community, including members of advisory boards or committees.

The due date for submitting nominations for Academic and Student Affairs awards is March 11, 2013. The awards will be announced during a joint celebration of these awards with the Diversity and Equity Awards on May 30, 2013. The awards ceremony will be held at Normandale Community College so please reserve the date and join members of the Board of Trustees and Chancellor Steven Rosenstone in celebrating the recognition of these outstanding achievements in diversity and academic and student affairs. Further details about the event will be sent at a later date.

Included with this letter are materials to assist with the nominations process. These documents provide guidelines for the nomination, instructions and necessary forms for compiling the nominations and supporting documentation, and an overview of the selection and awards process.

These forms and other information will also be available on the academic and student affairs web site, www.asa.mnscu.edu. Questions regarding *Academic and Student Affairs Awards* may be addressed to Tim Price, Deputy to the Vice Chancellor, at 651.201.1671, or at tim.price@so.mnscu.edu. If you have questions about the Diversity and Equity Awards, those may be addressed to Senior Access and Opportunity Specialist, David Isham, at 651.201.1545, or at david.isham@so.mnscu.edu

I invite you to submit your nomination, recognizing excellence in academic and student affairs or diversity throughout the system with an award of high visibility and prestige.

Attachments: Academic and Student Affairs Nomination Form
Awards and Criteria

- c: Nancy Black, Inter Faculty Organization
- Mike Bona, Middle Management Association
- June Clark, American Federation of State, County and Municipal Employees
- Elsbeth Howe, Minnesota State University Student Association
- Justin Klander, Minnesota State College Student Association
- Adam Klepatar, Minnesota State University Association of Administrative & Service Faculty
- Greg Mulcahy, Minnesota State College Faculty Cabinet, System Office
- Russell Racakowski, Minnesota Association of Professional Employees

2012-2013 Academic and Student Affairs Awards Award Descriptions

Annual Award for Innovative Partnering and Collaboration

All of our state colleges and universities are involved in partnership and collaborative relationships with other state colleges or universities, K-12 schools/organizations, private institutions and business and industry. These partnerships and collaborations represent the fundamental goal and spirit of our enterprise -- to be an education system that is flexible, adaptable, and responsive to meeting the needs of students and Minnesota citizens.

The Academic and Student Affairs Division would like to recognize one of these partnerships or collaborative initiatives that focus on better serving students in the 21st Century. Eligibility criteria include the involvement of at least one partner external to the Minnesota State Colleges and Universities and may include one or more state colleges or universities. While all partnership and collaborative efforts will be considered, this award has been specifically created to acknowledge those curricular and program or service efforts that reflect the changing nature of the education landscape. This may include use and integration of new technologies, creative approaches to critical workforce needs in any discipline and better preparing under-represented students and/or newly enrolled students to succeed in their higher education experience. The following criteria will be used to evaluate nominations:

- Partnership designed to improve student academic achievement that promotes high standards and bold education reform and/or
- Partnership/collaboration designed to respond to demands of the higher education marketplace or workforce marketplace that include course, curriculum and program designs in either classroom and/or distance learning modalities
- Mutual benefit for all constituencies
- Impact of the partnership/collaboration on students, partners and enhancing education opportunities
- Contributions to the partnership or collaboration from all involved parties
- Sustainability of the partnership/collaborative model

Innovative Student Affairs Program Award

Innovative programs are those that use new ideas, methods, or techniques that result in improved educational or developmental activities, services, or management for a college or university community. These programs or activities must have been in operation for at least two years. The following criteria will be used to select submissions:

- Demonstrate financial creativity or cost effectiveness
- Encourage diverse and/or multiple subgroups to participate
- Be adaptable to other institutions
- Address a demonstrable need on campus
- Contain an evaluation component
- Involve collaboration with other college or university departments
- Enhance student learning or development

Excellence in Curriculum Programming Awards

Excellent programs are those that produce graduates ready to take on the challenges of life after college. They are programs that demonstrate they are in demand by having consistently high enrollments and high graduation rates. The following criteria will be used to select submissions:

- A high rate of employment, transfer, or enrollment in graduate school following graduation

- Effective use of technology in academic programming
- Encouragement of faculty-student interaction in various venues
- High level of achievement of students in academic competitions or examinations
- Generation of extramural support or funding for academic programming
- Involve collaboration with other college or university departments, employers, or community
- Reach out to diverse and/or multiple subgroups

Awards for Outstanding Academic and Student Affairs Administrators

These awards are for administrators at the Director, Dean or Vice-President levels who have made significant contributions to the development of academic or student affairs programming at their institutions. The following criteria will be used to evaluate nominations:

- Creativity or innovation in meeting the emerging needs of students
- Commitment to professional development of faculty and/or staff
- Demonstrated leadership in college/university and community affairs
- Ability to generate extramural funding for academic or student affairs programs
- High level of administrative ability, demonstrated by effective responses to institutional challenges
- Record of publications or other contributions to the field
- Demonstrated support by fellow administrators, faculty, and students

2012-2013 Academic and Student Affairs Awards Nomination Form

Nominations should be made for programs, curriculum and partnerships that are active during the 2012-2013 academic year.

- Nominations may be submitted by any member of the college or university community, including members of advisory boards or committees.
- Nominations should be in narrative form, no longer than two pages, and should address the selection criteria noted for each type of award. Supporting documentation, including letters of support, may be attached to the nomination.
- Nominations should also include a one-paragraph summary.
- Nominations should be submitted electronically, by copying this form into a new word document, completing it on-screen, and sending it (and any supporting materials contained in electronic attachments) to this e-mail address tim.price@so.mnscu.edu.

Nominations must be submitted no later than March 11. Questions may be directed to: Tim Price at 651-201-1671 or tim.price@so.mnscu.edu.

Category of Nomination (please choose one)

- _____ Innovative Student Affairs Program Award
- _____ Excellence in Curriculum Programming Award
- _____ Outstanding Academic or Student Affairs Administrator Award
- _____ Innovative Partnering and Collaboration Award

Name of Program (or individual's name for administrator award)

College or University:

Name of Person Submitting Nomination:

_____ Title: _____

Phone: _____ E-Mail: _____

Please submit this form, a narrative supporting your nomination (not to exceed two pages), and any supporting materials to tim.price@so.mnscu.edu