

Awards Committee Meeting Minutes

02:00pm – 02:45pm (Eastern Time - US & Canada) on Tuesday, July 9, 2024

1. Welcome and Introductions

2. 2023-2024 year in review

- a. [In-person awards ceremony](#) as part of the plenary – August 15, 10:00 AM Central time
 - i. Will be streamed. Alex (co-chair) will be there.
- b. [Complete list of awardees](#) coming soon. Information will be rolled out piece by piece in the lead-up to the annual meeting, as the publications folks complete the press release work.
- c. Review and discussion of SAA Awards nomination data (see Awards-Noms-2009-2024 document)
 - i. Things we'd like subcommittees to reflect on: Are nominations up or down? Any correlation with whether people chose not to advertise on the SAA lists this time around? Did we do combined calls? Did they work? Do people want to do that again?
 - ii. We do have data about how nominators are finding out about the awards – right now, it's a field in each application. Michael Santiago, SAA Awards staff, will speak to SmarterSelect reps about whether it's possible to get longitudinal data pulled out in a report, since multiple folks spoke about the hopeful utility of having this data for the past few years, to see what advertising efforts are actually fruitful. Jane encourages subcommittees to think about whether the options people have to choose from still fit the way we advertise, since they may be holdovers from when we did paper applications years ago.
- d. SmarterSelect – how is it going? We shared that the co-chairs don't have access to SmarterSelect unless a committee member needs to step down, so we aren't as aware of issues.
 - i. Multiple people from writing/publication awards suggested that it would be ideal to be able to tailor the fields so that they would see/sort by title and author rather than nominee/nominator. Michael will review whether this is possible.
 - ii. Someone asked if it was possible to have applications with missing pieces flagged – Michael reported that he already does this when he creates the full spreadsheet of completed applications that he sends to the co-chairs, but he can also include it in the messages to each committee where he lists the applications. Michael also noted that he usually contacts the applicants with missing pieces and gives them a few days to send us the missing pieces to complete their applications.
 - iii. Someone asked if it was possible to have an “export all” button instead of just “export scores” – Michael says that has not been possible in the past but he will ask the reps if that's something they are working on.
- e. Discuss the results of our [survey of subcommittee members](#).
 - i. We noted some issues with membership stability, some issues with succession, some issues with not achieving enough applicants, and some issues with people knowing what they were supposed to be doing. We're going to try to address these with changes next year.

3. Proposed changes/clarifications to awards and processes

- a. Five groups suggested changes to their awards in order to improve clarity, lower the bar for application, etc. Committee learned that changes have to go through

Foundation/Council due to funding (governed by expectations that were established when the endowment to support the award was created). We compiled and submitted proposed changes to SAA Foundation. Foundation approved; going to Council for their vote.

- i. Jane will send the recommendations to the subcommittees. If approved, we can update the website so the changes will be ready for next year.
 - ii. Awards co-chairs are happy to make changes annually, but would like to do so ahead of nominations opening each year.
 - b. Discussion of changes the Awards co-chairs are making to our processes
 - i. Roster issues – it took a while to get the full roster set up. Appointments are out of our hands, and some groups have members coming in from outside the committee (e.g. section chairs). Solutions:
 1. Co-chairs will be making sure that the listserv and rosters are filled out ASAP.
 2. We're also hoping to implement an early check-in system – we want to have multiple check-ins to ensure that members are all active.
 - ii. Improved/consolidated instructions on the web, since not everyone feels like they 100% know what to do.
 1. Tips sheet, FAQ, Calendar of Activities are there to help. The Calendar of Activities will stay (and be updated with the correct dates for the next year).
 2. We're proposing alterations to Tips sheet to include main tasks for chairs/members, publicity, selection, notifications, end-of-term handoffs, more information on SmarterSelect. Members are asked to review [the proposed new document](#) and suggest changes, either in the document itself or by contacting the co-chairs.
4. **2023-2024 committee work**
- a. Fall transition between subcommittee chairs
 - i. Not all outgoing chairs are communicating with incoming chairs. It is the outgoing chair's responsibility to pass on info about knowledge gaps, questions, dos-and-don'ts, advertising strategies, etc. to the new chair.
 - ii. Subcommittee chairs can (but aren't obligated to) create an annual report and send it to the committee co-chairs. Don't need to do a full report - even a brief summary/main points are helpful. Please submit it to us by **August 18** so they can be rolled into the main report.

5. **Thanks to outgoing members, Michael Santiago, and the co-chairs!**

Action items:

- Michael will:
 - Ask SmarterSelect reps about pulling a report with the data of how people found out about the awards, so that subcommittees don't have to visit each application to find out. Being able to analyze the past few years would be ideal.
 - Investigate/ask SmarterSelect reps if individual subcommittees can tailor the fields for their award so that they would see/sort by title and author rather than nominee/nominator.
 - Ask SmarterSelect reps if it's possible to have an "export all" button
 - Include information on any missing application pieces (e.g., letters of reference) when sharing the list of applicants with the subcommittees.
- Alex will:
 - Submit updates to the Calendar of Activities so the correct dates for next year show up,

some time in August?

- Work on getting a firm roster as soon as possible.
- Work on process for early/regular check ins to ensure active subcommittees.
- Jane will:
 - Share the proposed changes to awards with the whole committee via elist.
- All committee members will:
 - Review the proposed new document of steps/processes to suggest changes.
 - Submit anything you want to be included in the Awards annual report to the co-chairs by August 18.