

## **NCB ESA Student Awards Committee**

**NCB ESA, St. Louis, MO**

**March 14, 2009**

### **The following activities occurred in 2008-2009 for the NCB ESA Students Award Committee.**

- 1- Based on the decision at the NCB ESA Executive Committee Meeting last year, awards are now offered for the top three finishers: 1<sup>st</sup> Place with cash award of \$300, 2<sup>nd</sup> Place with cash award of \$200 and 3<sup>rd</sup> Place with cash award of \$100 for undergraduate, M.S. and Ph.D. student competition sections for oral presentations and posters.
- 2- Evaluation forms for the Comstock and Graduate Student Scholarship Awards were revised and used for judging in 2009. Both forms were simplified. For the Comstock Award form, the section on Academic performance was also removed, because transcripts are not required for applying for this award. The oral presentation and poster judging forms were also reviewed for technical errors and minor corrections made. The new forms were uploaded to the NCB ESA webpage.
- 3- The Student Awards Committee Guidelines were updated and in particular the due date for award applications for the Comstock and Graduate Student Scholarship Awards was changed. The deadline for accepting award nominations was moved back to January 31<sup>st</sup> to avoid conflicts with the holiday and other activities. In addition, the required number of letters of recommendation was reduced for both student awards. For the Comstock Award, letters of recommendation from faculty were reduced from three to two. For the Graduate Student Scholarship, the number of recommendation letters was reduced from a total of seven to four letters (two from faculty and two from fellow student peers). The executive committee reviewed and approved the date change and the required number of letters of recommendation. The revised committee guidelines were posted on the NCB ESA website. This year, committee members had two weeks to review the award application packets, which was difficult for one or two members to provide timely feedback within the two week turnaround.
- 4- The message to find judges to help with the oral presentation and poster competitions was sent out three weeks prior to the NCB ESA meeting. This year there was plenty of volunteers who responded to the email to help judge. However, it is always a challenge to get enough people to judge. Ideally, those serving in the committee, when not able to attend NCB ESA meeting, should find alternate people that can help with this activity.
- 5- The current chair will past the Power Point presentation, certificates, revised judging forms, etc. to the incoming chair.

### **Recommended Actions for 2009-2010 for new Chair:**

1. The committee recommends explaining the time commitment needed to potential new committee members in order to serve on the Student Awards Committee. Members need to have the time to review award packets promptly (within 2 weeks) and attend NCB meetings to assist with the judging of student competition for oral presentations and posters. Three members will be rotating off in 2009: J. Knodel, L. Bartholomay, and D. Richmond. The new chair will be responsible for finding three new members.
2. The procedures/instructions on how to apply for the student awards needs to be reviewed and modified, so students know how to apply for awards and where to send in materials. This should be easy to find on the NCB ESA website.
3. The committee chair recommends continuing to have two co-chairs for the Student Awards Committee due to the large number of important responsibilities. Each year a new co-chair should be appointed.

*Respectively submitted, Janet J. Knodel, Chair of NCB ESA Student Awards Committee*

*Elizabeth Owens, Co-chair*