

Hong Qian, Ph.D.
Associate Professor of Finance
Department of Accounting and Finance
Oakland University
Rochester, MI 48309

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Dear Associate Provost Banes-Berceli and the Senate Steering Committee,

I am writing in my role as Chair of the Senate Academic Honors Committee (AHC) to provide an annual report of the Committee's activities. I am in my first year serving as Chair of AHC, and will continue to serve as a Co-Chair together with Laurel Stevenson next year.

AHC was formed the end of December 2024. Four members were transitioned from the Undergraduate Distinguished Achievement Award (UDAA) Subcommittee of the old Academic Standing and Honors Committee: Stephanie Lee, Laurel Stevenson, Jason Wu, and Hong Qian (me). Three new members joined the Committee: David Kidger, Taylor Richardson, and Amany Tawfik.

The Committee met twice in January and April, respectively. The detailed meeting minutes are attached at the end of this report. Below I listed the main topics covered:

- Review committee charges and discuss potential action items
- Establish staggered terms and report to Associate Provost
- Discuss 2025 UDAA nomination call process and timeline
- Review nomination letter and evaluation template
- Discuss distribution channels, especially add two promotional efforts by committee members to raise awareness of this award among faculty members and students.
- Elect 2025-2026 Co-Chairs (Hong Qian and Laurel Stevenson)

I am happy to discuss any of the information provided here, upon request.

Thank you for your time and support,

A handwritten signature in black ink, appearing to read 'Hong Qian', with a stylized, flowing script.

Hong Qian

2025 January Meeting Minutes

Attendees: David Kidger, Hong Qian, Taylor Richardson, Laurel Stevenson, Amany Tawfik, Jason Wu

1. Review Committee Charges

<https://www.oakland.edu/senate/committee-charges/>

- 1) To review, propose, and implement university policies concerning University Honors and report to the Senate
- 2) To review petitions from students regarding granting of University Honors
- 3) To promote and manage the awarding of the Undergraduate Distinguished Achievement Award
 - Meet April (and/or August) to decide on the nomination call process, timeline, distribution channels, and the nomination letter
 - Meet once or twice in October to review applications and make recommendation

2. Establish Staggered Terms

<https://forms.gle/4xcrij99uaNgvkru9>

3. Set Date for April Meeting

2025 April Meeting Minutes

Attendees: David Kidger, Hong Qian, Taylor Richardson, Laurel Stevenson, Amany Tawfik, Jason Wu

1. Nomination letter:

- eligibility
- format
- criteria

2. Evaluation template: 5 points to each criterion

- a. Originality
- b. Extent of effort
- c. Scholarly significance or Artistic merit/significance

3. Distribution channels:

- Provost Office Friday Announcements
- Provost Office Post
- UCM newsletter
- an all-faculty email sent through EMMA from the Provost Office
- community engagement newsletter
- CETL (Sarah Hosch)
- Get some support from the Deans' assistants to announce within each college/school (new)
 - One in April, One in September by committee members
- Present at Student Congress in April and September (new)

4. Discuss the nomination call process and timeline

- Check availability for meetings

5. Elect 2025-2026 Co-Chair (Laurel Stevenson)