Mission Statement
The College of Health Professions Scholarship Committee (CHPSC) exists at the request of the Dean to assist in selecting students for awards, review of existing scholarships, oversight of the Division process for scholarship awards, and to ensure that best practices in donor stewardship of CHP scholarships are in place to facilitate the growth of student support.

Composition
The CHPSC is composed of one faculty representative from each College Division. Each representative will have an equal vote on items before the Committee. Decisions are made by simple majority of the members voting. The CHPSC will include two officers:

1. Committee Chair: The Chair will be elected from the voting membership of the Committee during May/June of even numbered years with the term commencing on July 1st. The term of office will be for two years and the Chair can serve two consecutive terms. The Committee Chair will work collaboratively with the Administrative Assistant for the Student Life and Information Center to conduct the scholarship process and will be responsible for reviewing scoring rubrics for each scholarship and updating as needed with the committee’s input.

2. Vice Committee Chair: The Vice Chair will be elected from the voting membership of the Committee during May/June of even numbered years with the term commencing on July 1st. The term of office will be for two years and the Vice-Chair can serve two consecutive terms. The Vice-Chair will substitute in all manners when the Chair is unable to attend or perform functions of office.

There are five associate [non-voting] members of the Committee:

1. Committee Secretary: The Administrative Assistant for the Office of Student Life and Recruitment will serve as the Secretary. Responsibilities include:
   - Initiate scholarship process each semester via notification to Committee Chair of semester timeline and current scholarships for the cycle
   - Notify committee of scholarship cycle and process each semester
   - Ensure all division representatives are facilitating scholarship process for scholarships selected by respective divisions
   - Process all applications and place in appropriate folder within the Scholarship Folder on the da server
   - Request financial aid and GPA information as needed
   - Update rubrics with financial aid and GPA information as indicated by scholarship criteria
   - Schedule committee meetings as requested by the Chair
   - Record minutes of committee meetings
   - Record scholarship recipients and assist Chair in dissemination of information as needed
     - Report scholarship recipients to Director of Student Life and Recruitment
     - Notify divisions of scholarship recipients in their division that were selected by the committee

2. Director of Student Life and Recruitment [DSLR]: Oversees logistics of scholarship process and initiates notification of scholarship cycle to students each semester.
3. Director of Development and Alumni Affairs [DOD]: Oversees and facilitates growth of scholarships in CHP by working with and cultivating relationships with donors. Informs and collaborates with DSLR and College Finance Manager regarding new scholarships, changes in scholarship status/availability, semester being awarded, and/or amount of scholarship award. Facilitates distinctive stewardship initiatives to facilitate growth of scholarships throughout each academic year.

4. College Finance Manager (CFM): Responsible for maintaining documentation that funds are secured for each scholarship and verifying this for the CHPSC each semester.

5. Associate Dean for Student Affairs: Serves as advisor to the CHPSC.

Meetings
Each semester, the CHPSC Chair, the DSLR, the DOD, and the CFM will meet to discuss the scholarship cycle for the next semester including a review of active scholarships and verification that the timeline and logistical procedures are satisfactory. The CHPSC voting members will determine scholarship recipients for those scholarships that have been charged to the CHPSC for review. The Chair will decide if a meeting is required to discuss the applicants. In the event a meeting is not required, but a vote on nomination(s) is (are) needed, the Chair will facilitate an electronic vote. The Chair will communicate recipients to the Secretary and DSLR.

Division Awards
Awards are available at the Program/Division level. Each division representative is responsible to ensure the process for awards is in compliance with university and college guidelines. The division criteria should be filed with the committee and reviewed every two years. The committee member from the respective division will inform the CHPSC Chair and the Secretary when a student is awarded a scholarship.

College and University Awards
The Committee is charged with review and implementation on awards intended to benefit any student member of the College. At times the DSLR or Associate Dean for Student Affairs will inform the Chair of awards available from outside the College. The award name will be accompanied with criteria and timeline for decisions. Time lines for such awards may be short and will require the member to act accordingly.