

Council of University Transportation Centers  
Business Meeting Agenda  
Marriott Marquis Georgetown University room (M1), Washington, D.C.  
Sunday, January 11, 2015  
1:30 p.m. - 4:30 p.m.

1. Call to Order at 1:35 pm Nambisan
2. Minutes Approval: Hough: Minutes for the 2014 Summer Business Meeting were approved and can be found on the CUTC website <http://www.mycutc.com/wp-content/uploads/2015/01/CUTC-Business-Meeting-Minutes-6-4-2014.pdf>
3. Treasurer's Report: Elefteriadou: Projected revenue for 2014-15 estimated at 126k. Schools with outstanding dues balance are encouraged to pay immediately.
4. Standing Committee and Task Force Reports
  - a. Membership: Hough: Two new membership applications were vetted and approved by the Executive Committee prior to the 2015 CUTC Business Meeting. The EC recommends that CUTC members approve the application of these two new schools. ALL IN FAVOR
    - Florida International University
    - Western Michigan University
  - b. Bylaws: Pallme presented proposed changes to the ByLaws specifically Article III, Article V, and Article VI. A. Motion was passed to delete language on automatic succession and clarify roles and responsibilities of past presidents and awards committee for the Summer Business Meeting.
  - c. Communications: Hough: The group is currently redesigning the CUTC website. The goal is to launch at the end of January. Here is a link to preview: <http://www.mycutc.com/preview/>. Share your views with Jill and your interest in joining the monthly conference calls. Schools should also submit their profiles for the "CUTC Member" section of the website. Will also request that schools send highlights of their research for posting to the "CUTC Member Highlight" section of the website.
  - d. Annual Banquet: Volinski: We will come close to matching the amount of surplus we made from the banquet in 2014, falling just \$2,500 short. Total revenues will be approximately the same as last year at \$81,500, but expenses are a bit higher at the new venue for a number of items, resulting in a surplus of approximately \$40,000 that goes toward the overall CUTC budget. There are 15 table sponsors (4 full tables, 11 half tables) in 2015 compared to 16 in 2014. Fourteen of the 15 sponsors are universities, and APTA also sponsors a half-table. We expect a total of 290 attendees, 47 of whom are Students of the Year. Hopefully there won't be too many logistical challenges as we hold the event in a new venue.
  - e. Awards: Parker: see attach report
5. Strategic Partners and Alliances
  - a. AASHTO RAC, SCOR: Pietrucha: The RAC-CUTC Liaison Group sponsored a session at the 2014 National RAC and TRB State Reps Meeting, which was held in July in Madison, Wisconsin. The session brought together State DOT research and University Transportation Center leaders to discuss best practices among universities, RAC members, and other agencies to solve critical issues in transportation through research. Martin Pietrucha, Larson Institute, Penn

State and Darryl Dockstader, Florida DOT were the session moderators. Panelists included: Kevin Womack, USDOT/OST-R, Karen Philbrick, Mineta Institute, SJSU, Coco Briseno, CalTrans, Shauna Hallmark, Intrans, Iowa State, Peggy Knight, Iowa DOT, Teresa Adams, CFIRE UW-Madison, and Daniel Yeh, Wisconsin DOT.

RAC will hold a meeting at the TRBAM on Sunday, January 11 at 6:00 PM in the Georgetown University Room of the Marriott Marquis Hotel. The 2015 National RAC and TRB State Reps meeting will be held in Portland, Oregon from July 27th to July 30th.

- b. APTA: Cooperative Agreement: Hough / Volinski
- c. ARTBA Research & Education Division: Connolly: ARTBA RED will hold its winter meeting on Monday, January 12th from 6:30 to 8:00 AM in the Convention Center, East Overlook 6A – 8A. There will be an update on Government Affairs from Dean Franks of ARTBA, the introduction of this year's ARTBA Student Video Contest, which kicks off in February, a roundtable discussion on continuing education and training for ARTBA members, and the 2014 S.S. Steinberg Award Winner will be announced.
- d. TRB: Bryant, Nambisan
- e. ENO: O'Brien: Meeting to explore areas of common interest which include research/scholarship and student support. Should have more to report by the summer meeting.

#### 6. Old Business

- a. Workforce Development Initiatives – Adams
  - 1. A Regional WFD Workshop will be held in TRB Session 840 Wed 2:30 to 6pm. Details are in the attached.
  - 2. In coordination with the TRB Education and Training Committee the CUTC WFD Task Force is preparing an NCHRP synthesis proposal for submission in February. Individuals interested in working on this submission should contact John Collura, Teresa Adams, or Diana Long.
  - 3. The CUTC WFD Task Force is continuing to work on the WFD monograph and individuals who would like to participate in the preparation of the monograph should contact John Collura or Teresa Adams.

#### 7. New Business

- a. Alternatives to cover operational costs: Nambisan, Volinski: Introduced the idea of raising CUTC member dues to offset the operational costs for the banquet. It appears that only 12-15 schools really carry the weight of the event with their annual sponsorship of the banquet. Jill Hough will lead a committee to develop additional alternatives and provide preliminary analysis on increasing dues to \$1100.
- b. 2016 Summer Meeting Call for Applications – Volinski: Call for proposals will go out in February.
- c. 2015 Summer Meeting at Rutgers – Szary- Tentative program agenda online at <http://cait.rutgers.edu/cutc-summer-2015>
- d. Election of officers for 2015-2016: Nambisan: Start considering a slate of officers for 2015-2016. Committee will be chaired by Pietrucha.

#### 8. Future Meetings

- a. ARTBA Federal Issues Program and TCC Fly-in, April 13-15, Washington D.C.
- b. 2015 Summer Meeting, Rutgers University June 1-4, 2015

#### 9. Adjournment: at 3:40 Nambisan

**MEMORANDUM**

To: CUTC Membership  
 From: Student Awards Committee  
       Neville A. Parker – Chair (Parker Awards)  
       Peter Haas – Co-Chair (Wootan Awards)  
       Sue McNeil – Co-Chair (Pikarsky Awards)  
 Re: Student Awards 2014  
 Date: January 11, 2015

The number and distribution of nominations for 2012, 2013 and 2014 are shown in the table below, with the names of awardees shown in **Exhibit 1**. **Exhibit 2** for full list of nominees – sixty eight (68) total. Twenty nine (29) CUTC members were assigned as reviewers, as shown in **Exhibit 3**.

Category	PhD			MS			Non Thesis - Science & Technology			Non Thesis - Policy & Planning			Totals		
	2014	2013	2012	2014	2013	2012	2014	2013	2012	2014	2013	2012	2014	2013	2012
Pikarsky - Science & Technology	25	11	8	15	5	7							40	16	15
Wootan - Policy & Planning	12	6	4	11	5	5							23	11	9
Parker							0	0	1	5	4	4	5	4	5
Totals	37	17	12	26	10	12	0	0	1	5	4	4	68	31	29

The 24th cycle of student awards was once again ably supported by ARTBA, which managed the logistics of registration of nominees, communication with nominators, and notification of the results to all nominees, winners and non-winners alike. For this outstanding support, the Awards Committee wishes, once again, to extend its gratitude for another job well done, to Kashae Williams, for facilitating the review process. Tracking the receipt and registration of nominated treatises, and the distribution of same to reviewers is not a simple task. The committee also expresses its thanks to the reviewers listed in Exhibit 3.

A recommended schedule, with Policy and Procedures for the 2015 cycle, is included in **Exhibit 4**, for posting to the CUTC web page. An early draft **Call Letter** for 2015 nominations is included in **Exhibit 5**.

Finally, the committee submits the following observations /queries/issues/situations, including items which arose during the 2014 process and the dispositions thereof, by the Awards Committee:

1. While the total number of nominees increased significantly, the number of non-thesis entrants continues to be very small, particularly for **science and technology**. *The committee reiterates its suggestion that solicitation of nominees should be the continuing concern of every member, and should be a year round activity.*
2. All assigned reviewers, except one, completed their review assignments. *The committee is most appreciative of this civic gesture. The significant increase in the number of nominations meant that we needed more reviewers and each reviewer was responsible for more reviews. Once again the committee was able to recruit several junior faculty members for the task and we particularly appreciate their willingness to participate and the quality of their reviews. The committee requests that said reviewers here present, stand and be recognized. And in so doing, the committee would also like all past reviewers to do likewise and be recognized.*
3. The Parker Awards, particularly the Science/Technology category, continue to attract the smallest number of nominees. In fact, you would note that again there were no nominations in this category, the revised announcement -- Exhibit 4 -- notwithstanding. *The committee, with the assistance of the secretariat, will ramp up its solicitation for nominees directly through solicitation of CUTC faculty members, via the secretariat, in addition to the CUTC revised website announcement.*

**EXHIBIT 1: CUTC STUDENT AWARDEES -2014**

Pikarsky Award - Science & Technology - PhD  
Jack Reilly, University of California - Berkeley

Pikarsky Award-Science & Technology-MS  
Jeffrey D Taylor, University of Utah

Wootan Award - Policy & Planning - PhD  
Ian Carlton, University of California - Berkeley

Wootan Award - Policy & Planning - MS  
Chester Harvey, University of Vermont

Parker - Policy & Planning  
Deanna Smith, San Jose State University

**EXHIBIT 2: CUTC STUDENT AWARD NOMINEES -2013****Pikarsky PhD**

<b>Candidates</b>	<b>University of Study</b>
Anam Ardeshiri	Morgan State University
Felipe Aros-Vera	Rensselaer Polytechnic Institute
Swarup China	Michigan Technological University
Xuan Di	University of Minnesota
Kien Doan	Purdue University
Daniel J. Fagnant	University of Texas at Austin
Wei Feng	University of Maryland, College Park
Carlos Gonzalez-Calderon	Rensselaer Polytechnic Institute
Alex M. Hainen	Purdue University
Samiul Hasan	Purdue University
Fang He	Purdue University
Xiang He	University of Maryland, College Park
Amit Kumar	Purdue University
Aditya Medury	University of California, Berkeley
Julian Mills-Beale	Michigan Technological University
Seckin Ozkul	University of South Florida
Jack Reilly	UC Berkeley
Milad Saghebfar	Kansas State University
Ivan Sanchez-Diaz	Rensselaer Polytechnic Institute
Pengcheng Shangguan	University of Illinois at Urbana-Champaign
Shaghayegh Shariat	Morgan State University
Zhanbo Sun	Rensselaer Polytechnic Institute
William Trono	University California, Berkeley
Akshay Vij	UC Berkeley
Mahmood Zangui	University of Florida

**Pikarsky MS**

<b>Candidates</b>	<b>University of Study</b>
Bertho Augustin	University of South Florida
Daniel Basaldua	University of Texas-Pan American
Kathryn Born	The University of Texas at Austin
Raul Estrada	University of Texas-Pan American
Nicholas Foster	Portland State University
Rashmi Gangaram	Rutgers, The State University of New Jersey
Raghav Krishnamoorthy	Rutgers University
Andrew Nagle	Pennsylvania State University
Shiva Narooienezhad	Morgan State University
Xinwu Qian	Purdue University
Courtney Slavin (Furman)	Portland State University
Bryan St George	University of Florida
Jeffrey D Taylor	University of Utah
Xu Yang	Michigan Technological University
Akbar Bakhshi Zanjani	University of South Florida

### Wootan MS

Candidates	University of Study
Geoffrey Battista	University of Vermont
S. Joel Carlson	Massachusetts Institute of Technology
Chester Harvey	University of Vermont
Eleftheria Kontou	Virginia Tech
Sergio Martinez	University of Texas at Austin
Andrew McFadden	University of California, Davis
Jorge A. Rueda-Benavides	Iowa State University
Patrick Singleton	Portland State University
Bethany L. Turner	University of Virginia
David Wasserman	University of Florida
Virginia Anne Wise	University of Memphis

### Wootan PhD

Candidates	University of Study
Arlie Atkins	Portland State University
Tierra Bills	UC Berkeley
Candace Brakewood	Georgia Institute of Technology
Ian Carlton	University of California, Berkeley
Zhenhua Chen	George Mason University School of Public Policy
Reza Faturechi	University of Maryland
Jeongwoo Lee	University of Southern California
Geoffrey M. Morrison	University of California at Davis
Rui Neiva	George Mason University School of Public Policy
Roosbeh Nowrouzian	University of Florida
Stephen M. Remias	Purdue University
Junyang Yuan	George Mason University School of Public Policy



**Parker P/P**

<b>Candidates</b>	<b>University of Study</b>
Jessica Choi	University of Illinois at Chicago
Chris Mukkadan	Rutgers, The State University of New Jersey
Jacob Simmons	San Jose State University
Deanna Smith	San Jose State University

### EXHIBIT 3: LIST OF REVIEWERS (2014)

#### *Wootan (Policy/Planning)*

##### PhD

Edd Hauser	<a href="mailto:ehauser@uncc.edu">ehauser@uncc.edu</a>
Hyeon Shic Shin	<a href="mailto:hyeonshic.shin@morgan.edu">hyeonshic.shin@morgan.edu</a>
Mahdieh Allahviranloo	<a href="mailto:mallahviranloo@ccny.cuny.edu">mallahviranloo@ccny.cuny.edu</a>
Michelle Beiler	<a href="mailto:mr003@bucknell.edu">mr003@bucknell.edu</a>
Steve Polzin	<a href="mailto:polzin@cutr.eng.usf.edu">polzin@cutr.eng.usf.edu</a>

##### MS

Charles Nemmers	<a href="mailto:nemmersc@missouri.edu">nemmersc@missouri.edu</a>
Edmund Zolnik	<a href="mailto:ezolnik@gmu.edu">ezolnik@gmu.edu</a>
James E. Moore	<a href="mailto:jmoore@viterbi.usc.edu">jmoore@viterbi.usc.edu</a>
Kyriacos Mouskos	<a href="mailto:mouskoskc@gmail.com">mouskoskc@gmail.com</a>
Laurie Schintler	<a href="mailto:lschintl@gmu.edu">lschintl@gmu.edu</a>

#### *Pikarsky (Science/Technology)*

##### PhD

Brian Smith	<a href="mailto:briansmith@virginia.edu">briansmith@virginia.edu</a>
Chris Hendrickson	<a href="mailto:cth@udel.edu">cth@udel.edu</a>
John Collura	<a href="mailto:collura@engin.umass.edu">collura@engin.umass.edu</a>
Joshua Li	<a href="mailto:qiang.li@okstate.edu">qiang.li@okstate.edu</a>
Miguel Figliozzi	<a href="mailto:figliozzi@pdx.edu">figliozzi@pdx.edu</a>
Mohamed A.ElGawady	<a href="mailto:elgawadym@mst.edu">elgawadym@mst.edu</a>
Richard Porter	<a href="mailto:Richard.jon.porter@utah.edu">Richard.jon.porter@utah.edu</a>
Samuel Labi	<a href="mailto:labi@ecn.purdue.edu">labi@ecn.purdue.edu</a>
Zhongzi Li	<a href="mailto:lizz@iit.edu">lizz@iit.edu</a>

##### MS

Rusty Lee	<a href="mailto:elee@udel.edu">elee@udel.edu</a>
Samer Madanat	<a href="mailto:madanat@ce.berkeley.edu">madanat@ce.berkeley.edu</a>
Shanjiang Zhu	<a href="mailto:szhu3@gmu.edu">szhu3@gmu.edu</a>
Xiaokun (Cara) Wang	<a href="mailto:Wangx18@rpi.edu">Wangx18@rpi.edu</a>
Xuegang (Jeff) Ban	<a href="mailto:banx@rpi.edu">banx@rpi.edu</a>
Zong Tian	<a href="mailto:zong@unr.edu">zong@unr.edu</a>

#### *Parker (Policy/Planning)*

Daniel Turner	<a href="mailto:dturner@eng.ua.edu">dturner@eng.ua.edu</a>
Kevin Heaslip	<a href="mailto:kheaslip@vt.edu">kheaslip@vt.edu</a>
Kumares Sinha	<a href="mailto:sinha@ecn.purdue.edu">sinha@ecn.purdue.edu</a>
Richard Stewart	<a href="mailto:rstewart@uwsuper.edu">rstewart@uwsuper.edu</a>

#### *Parker (Science/Technology)*

No nominations

## EXHIBIT 4: RECOMMENDED 2015 SCHEDULE

### CUTC Annual Student Awards – 2015

#### Policy and Procedures

The following outlines the process to be followed in awarding the Milton Pikarsky and C. V. Wootan awards given annually to four graduate students in Transportation for the two best **PhD Dissertations** and **MS Theses** in the Policy and Planning, and Science and Technology areas, respectively, and the Neville A. Parker awards to two Non-Thesis **Masters Project Reports (0-3 credits)** in Policy and Planning (PP), and Science and Technology (ST). ***The non-thesis reports shall have been submitted in partial fulfillment of the ME/MS degree requirement.***

#### A. Announcement Materials (ARTBA)

1<sup>st</sup> call: April, 2015

2<sup>nd</sup> call: June, 2015

3<sup>rd</sup> call: August, 2015

Announcements will be sent to **CUTC member colleges/universities** summarizing the award process, timetable, etc., and will include a letter calling for nominations, and the nomination form. These materials shall be distributed by ARTBA electronically via e-mail and the CUTC web site.

#### B. Nomination Package (*Due date - September 30, 2015*)

Nominations will be communicated to ARTBA by the nominator via a standard form. The nominations shall also:

- Indicate the category (policy/planning or science/technology) under which the submission is recommended for review, with the category designation being the choice of the nominator.
- Certify that the thesis/dissertation/report was completed and approved in the period October 1, 2014 –September 30, 2015.

The nomination forms shall be supported with an electronic copy (pdf only) of the thesis, dissertation, or report, **which shall be solely the work of the individual nominee, and shall have been completed in partial fulfillment of the respective degrees.** The thesis/dissertation/project report shall have been completed in the **October 1, 2014 – September 30, 2015** time period.

***Note: There is NO LIMIT to the number of nominations that may be submitted from an institution.***

#### C. Receipt, distribution (ARTBA, Co-Chairs) (*October 1 - 10, 2015*)

Committee will review applications and assign reviewers checking for conflicts of interest. ARTBA will send nomination forms and copies of theses/dissertations to reviewers selected for each category. A summary evaluation form will also be provided to each reviewer. These items will be distributed electronically. Reviewers will be asked to acknowledge receipt of review package.

#### D. Review (*October 10 - November 14, 2015*)

The Student Awards Committee will establish review subcommittees for each of the award categories from **volunteers** from the CUTC membership. **Reviewers will grade the dissertations/theses/project reports from 1-100, 100 being the highest.** The following guidance is provided to reviewers:

Excellent – worthy of an award – 90-100

Very good – possibly worthy of an award – 80-90

Good – not award quality – 70-80

Solid piece of work but not of award quality – 50-70

Not in consideration – 0-50

The Awards Committee will average the points from all reviewers to arrive at an overall rating. In the event of a tie in any category, the Awards Committee shall resolve this by substitution of it's review results.

**E. Notification of winners - (by November 30, 2015)**

CUTC, via ARTBA, shall notify all nominators and nominees of the results of the Annual Student Award Competition. Details on the awards banquet will also be provided at this time to the awardees and their nominators. All nominees will receive letters of appreciation.

**F. Awards Banquet (January 9, 2016)**

It is expected that the awardees' academic institutions or current employers will pay for travel expenses to TRB and the awards banquet. Each award carries a generous stipend, some of which may be used to cover travel expenses.

**G. 2015 Awards Schedule**

<b>Action</b>	<b>Date</b>
First Call for Nominations	April, 2015
Second Call for Nominations	June, 2015
Third Call for Nominations	August, 2015
Receipt of Nominations (with full Dissertations/Theses/Reports)	September 30, 2015
Review of Dissertations/Theses	October 5, 2015 - November 14, 2015
Notification to Winners	November 30, 2015
Award Ceremony	January 9, 2016

**EXHIBIT 5: CALL LETTER/FLYER - 2015**

**CUTC AWARDS 2015 - CALL LETTER #1**

To: CUTC Members

From: Neville A. Parker

Chairman, CUTC Student Awards Committee

**Re: Pikarsky/Wootan/Parker Awards 2015**

Date: April xx, 2015

This is the first call for nominations for the CUTC 2015 Pikarsky/Wootan/Parker Awards. This is also a request for volunteers to be reviewers. Based on the nominations in 2014 we need a minimum of forty four reviewers (**44**), 10 each for the Pikarsky MS and PhD awards, 8 each for the Wooton MS and PhD Awards, and four each for the Parker awards. Volunteers are requested to communicate with me via email [[parker@utrc2.org](mailto:parker@utrc2.org)], indicating their preferences for the category (Science/Technology – S/T or Policy/Planning – P/P) for which they would wish to be an evaluator. The 2014 reviewers, as well as the nominators and the nominees in academic positions for the 2014 awards, will be contacted directly to seek their continuing commitment to the exercise.

The Student Awards Committee is, once again, making a special appeal for nominations for the Parker awards, which are yet to reach the level of participation of the Pikarsky/Wootan awards. In this regard, be alerted that the committee as a whole will be aggressively pursuing the membership for nominations. Once again this early first call is an attempt to get the attention of the membership early enough to raise the overall level of participation.

We look forward to yet another successful year of CUTC awards. On the CUTC website, [<<Website>>](http://utrc2.org), you will find posters for the awards, which you should feel free to download and distribute. Please be proactive in soliciting your colleagues' participation.

Cc: CUTC Executive Committee

CUTC Awards Committee Co-Chairs (Peter Haas/Sue McNeil)

CUTC Secretariat (Alison Black, Kashae Williams)

# COUNCIL OF UNIVERSITY TRANSPORTATION CENTERS

## National Student Awards 2015 Milton Pikarsky Memorial Award Charley V. Wootan Memorial Award Neville A. Parker Award

Given annually to six graduate students in Transportation  
for the two best PhD Dissertations, MS Theses and MS/ME Reports

Cash Awards are:

**PhD Dissertation \$2,000**

**MS Thesis \$1,500**

**MS/ME Reports \$1,500**

In order to be considered for the awards the following should be submitted by the nominating faculty mentor/advisor to ARTBA in electronic (pdf file only) form to the address given below:

- Copy of full dissertation/thesis/report.
- A completed nomination form

*Nomination forms should indicate preference for consideration in one of three (3) categories: (1) Wootan Award (Policy/Planning); (2) Pikarsky Award (Science/Technology); and (3) Parker Award (Policy/Planning or Science/Technology). A faculty committee from the membership of the Council of University Transportation Centers (CUTC) will review submissions. **Winners will be recognized at the CUTC Awards Banquet held on Saturday, January 9, 2016, immediately preceding the 95th Annual Meeting of the Transportation Research Board, January 10-14, 2016.***

*Note: The dissertation/thesis/report must have been completed and accepted during the period October 1, 2014 – September 30, 2015.*

**Submit nominations and theses/dissertations/reports to:**

Kashae Williams, Program Manager, CUTC  
American Road & Transportation Builders Association  
1219 28<sup>th</sup> Street, NW  
Washington, DC 20007-3389

[Kashae Williams <kwilliams@artba.org>](mailto:kwilliams@artba.org)

[<<Website for submission>>](#)

## Recommended Changes

*In the past all reviewers reviewed all nominations. With the increased numbers, reviewing all nominations presented a particularly burdensome assignment for reviewers so reviewers were given a subset of nominees to review. Consistent with past practices, each nominee was reviewed by four reviewers. Given the large variance in the scores in the past, we offered the following guidance:*

- *Excellent – worthy of an award – 90-100*
- *Very good – possibly worthy of an award – 80-90*
- *Good – not award quality – 70-80*
- *Solid piece of work but not of award quality – 50-70*
- *Not in consideration – 0-50*

*As a QC measure, the results were also scored by rank. In all categories, the award winner was the same. We believe this modified process worked well.*

Observations and suggestions based on the 2014 experience:

1. Modifications to the nomination form:
  - a. The nominator should be asked to certify that the dissertation/thesis/report is for the period October 1 – September 30 of the current year. (This would be a check box on the nomination form, like the GPA certification.)
  - b. The form should indicate that the nominator will receive an acknowledgement from ARTBA/CUTC. If an acknowledgement is not received, the nomination has NOT been submitted.
2. Need to develop strategy to address large files.
3. Directly contact ALL nominators for 2014 awards to serve as reviewers.
4. Directly contact ALL nominees for 2014 awards who are in academic positions to serve as reviewers.
5. We need all the data from the nomination form in a spreadsheet (one row for each nomination), with separate columns for first and last names, some standardization on institutions etc. In an ideal world we could have the nomination form to populate the spreadsheet. This year I essentially built this manually with cut and paste and a few text and logical functions.
6. We also need a spreadsheet with the reviewer data including preference for award category, current institution and other affiliations (recent employment, alma mater). Because we are using

a lot of recent graduates we don't want reviewers reviewing nominees from the institution they just graduated from.

7. The following is a checklist of things to consider when making review assignments:

- a. Nominee
  - i. Degree awarding institution
  - ii. Current employment
- b. Reviewer
  - i. Current employment
  - ii. Recent employment
  - iii. Alma mater

With the nominee and reviewer spreadsheets, and this checklist it is pretty easy to develop some pivot tables that let me check for conflicts of interest.

8. Make sure pdf of nomination form and dissertation/thesis/report is available on ftp site recognizing that not everyone is able to access outlook files. (Not just the outlook attachment)

9. Ask reviewers to acknowledge receipt of review information. We want to know that they received the information. Follow up every three days until we hear from them. Call after one week. Hopefully this will help us to avoid any last minute surprises.