

Distinguished College Administrator Award

The Distinguished College Administrator Awards will be awarded to college vice presidents, deans, or directors serving at a postsecondary institution with an active Phi Theta Kappa chapter. Nominees should have served in their position for at least three years as of December 6, 2017, and demonstrated during their tenure a strong level of support for the Society. Awards will be presented at the Annual Convention to recipients who choose to attend, but may also be sent directly to the advisor of the nominating chapter for presentation during an appropriate occasion. Up to 25 Distinguished College Administrator Awards may be presented each year. A college administrator may receive this award only once. Each chapter may submit one nominee for the Distinguished College Administrator Award. College presidents, campus CEOs and state community college directors are not eligible for this award. Active Phi Theta Kappa advisors are not eligible and should be nominated for an advisor award.

Nominees are strongly encouraged to attend Phi Theta Kappa's centennial convention, PTK Catalyst 2018, in Kansas City, MO, April 19-21, 2018. Award recipients will be notified by February 28, 2018, and will receive one complimentary Convention registration. All other travel arrangements and expenses are the responsibility of the award recipient.

DEADLINE: Wednesday, December 6, 2017 at 5:00 pm Central Time

Nominee Information:

Name (Salutation, First, Last)

Title

College

Address

Email

Phone

Start date as College Administrator at this Institution (month/year)

Phi Theta Kappa Region

Photo (*optional: professional photograph of nominee*)

College Public Relations, Media Affairs or Public Information Office (Name, Email, and Phone)

Word Count Limit: 400 words per question

What are the five most important ways the nominee has supported Phi Theta Kappa?

Provide up to three specific examples of how the nominee encourages student success.

How does the nominee create opportunities for student empowerment?

Provide up to three specific examples of how the nominee provides direction for chapter development and participation in projects benefiting the college and community.

Mark all items reflecting the level of support provided by the nominee.

Recommends or Approves Funding for Travel and Phi Theta Kappa Programs

Advisor Travel to Regional Meetings
Advisor Travel to Advisor Institute for Student Success
Advisor Travel to Convention
Advisor Travel to International Honors Institute
Member Travel to Regional Meetings
Member Travel to Convention
Member Travel to International Honors Institute
Faculty/Staff Certification Seminar in Phi Theta Kappa's Leadership Development Studies Program
Chapter Funding beyond travel/program expenses
None of the above

Advocates for or Secures Resources for

Office space and equipment for chapter
Administrative support for chapter advisor (work study, secretary)
Release time for chapter advisor(s)
Stipend for chapter advisor(s)
Advisors to apply for Marshall and Mosal Awards and Faculty Scholar
None of the above

Member Recognition at Commencement

Members allowed to wear Phi Theta Kappa stoles and tassels
College provides Phi Theta Kappa stoles for members to wear during commencement
Members serve as ushers during commencement
Membership recognized in the printed program
Members recognized during the ceremony
None of the above

Chapter/College Relations

Ensures college participates in Headquarters electronic Membership Recruitment Campaign
Ensures Phi Theta Kappa membership notation is placed on students' transcripts
Secures funds for students who cannot afford to pay new membership fees
Asks faculty and staff to recognize students in the classroom who are eligible for membership
Presents to faculty and staff information on Phi Theta Kappa's programs, benefits, and scholarships
Ensures Phi Theta Kappa is prominently displayed on college's website
None of the above

Facilitates the Chapter Making Presentations

To the Board of Trustees
To groups visiting campus
At faculty meetings
At local civic clubs
At local high schools
None of the above

Chapter Development

Helped charter the chapter at the current college
Encourages college president to sign letters of invitation to eligible students
Speaks at Orientation for eligible students
Speaks at Induction Ceremony
Ensures college president meets with chapter officers to set yearly goals and discuss College Project
Ensures chapter participates in Five Star Chapter Plan
Encourages members to submit writings for publication in *Nota Bene* honors anthology
Ensures chapter submits award applications in the Hallmark Awards Program
Attends chapter meetings
None of the above

Scholarships

Encourages submission of applications for All-USA Academic Team, Hites, Guistwhite, and GEICO
Transfer scholarships
Helped establish a scholarship program for chapter officers at the community college
Encourages submission of applications for Coca-Cola's Leaders of Promise Scholarship, Oberndorf
Lifeline to Completion Scholarship, and Resurreccion Public Safety Scholarship
Shares information with faculty and staff about Phi Theta Kappa's scholarship programs
Assists in securing funding to participate in the All-State Community College Academic Team Ceremony
Helped establish All-State Community College Academic Team
Assists in coordination of All-State Community College Academic Team Ceremony
Attends All-State Community College Academic Team Ceremony
Assisting in providing local recognition for All-State or All-USA Community College Academic Team
members
Encourages submission of nominees for Jack Kent Cooke Scholarship Program
Encourages submission of nominees for Coca-Cola Leaders of Promise Scholarship Program
Has helped to secure Phi Theta Kappa Transfer Scholarships at senior colleges
Assisted in designating scholarships for Phi Theta Kappa members while at the community college
None of the above

Phi Theta Kappa Programming

Met with chapter members to discuss and support participation in:
Honors Study Topic/Honors in Action
Five Star Chapter Plan
Five Star Competitive Edge
C4-Community College Completion Corps
CollegeFish.org
Hallmark Awards
Has attended a Leadership Development Studies Program certification seminar
Arranged for speakers at chapter events
Provides local recognition for International and Regional Awards received by the chapter and/or
members
None of the above

Regional and International Society Support

Works with colleagues to activate dormant chapters

Attended a Phi Theta Kappa Regional Meeting

Presented at a Phi Theta Kappa Regional Meeting

Supported the chapter in hosting a Phi Theta Kappa Regional Meeting

Attended Convention

Presented at Convention

Attended International Honors Institute

Supported a member's candidacy for Regional or International office

None of the above