

2022-2023
Quality Team Awards
Application Period
Now Open

The Purpose of the Team Awards is to recognize groups that have had the most impact or continuous improvement on the College and the students by incorporating the values and strategic goals set forth by the Board of Trustees. Teams are encouraged to think outside the box and showcase the *best* that Columbus State Community College has to offer. Date and time to follow on award celebration in June.

TEAM AWARDS NOMINATION DEADLINE



WEDNESDAY, MAY 3, 2023

2022-2023 Quality Team Awards

The Quality Team Awards recognize outstanding team efforts in one or more of the following areas:

1. Contribution of time, energy and talent in supporting cooperation between departments and/or divisions that resulted in an outcome enhancing or improving one of the College's processes and/or values;
2. Development and implementation of a college initiative, activity, program or service that resulted in a cost benefit or cost savings for the college;
3. Development and implementation of an innovative teaching and learning activity, program or service that resulted in an increase in student success and attainment; and/or
4. Fostering the college vision of working collaboratively to improve services and yield improved access to student learning or student attainment.

What type of award will the team receive?

An award of **\$4,000** will be given to the team that exhibits the criteria listed above. An Honorable Mention award may be given to up to 2 teams in the amount of **\$2,000**. The monetary award will be divided amongst the team members. Recipients will be responsible for all applicable state and federal taxes.

Who is eligible for the team award?

A team must be comprised of three or more employees (faculty, administrator or staff) from the College and can be within the same department or represent another department or division of the College.

What is the application process?

Team Leaders may go to <https://www.csc.edu/employee/hr/recognition/quality-awards.shtml> and complete the Quality Team Award Application. The Application also requires the submission the following items:

- ◆ Listing of the team members name, department, contribution and role
- ◆ 2 to 5 page summary detailing the project
- ◆ Letter of support from the direct supervisor, chair or cabinet member
- ◆ A group photo (If needed, please complete a Photography Request Form on the Intranet.)

How will the applications be reviewed?

The Columbus State Community College Team Award Committee will review applications based on the criteria outlined above, and no more than 3 applications will be forwarded to the President for consideration. The 8-member Committee is comprised of one representative from the Administration, AQIP, Faculty, 1-Staff, Staff Advisory Committee, Delaware Campus Rep, HR and one representative from the previous year's winning team. **The scoring Rubric can be found at <https://www.csc.edu/employee/hr/recognition/quality-awards.shtml>**

Completed applications, along with a team photo, must be emailed no later than 4:30 p.m. on Wednesday, May 3, 2023, Attn: Paula Teeter (pteeter@csc.edu).

The team leader will receive an email confirmation that the application was received by the due date.

QUALITY TEAM AWARD APPLICATION

Project Name: _____ **Date** _____

Project Start Date: _____ **Project Completion Date:** _____

1. Identify team members. (If more space is needed, attach additional pages.)

Name	Position	Department	Email	Supervisor

Excluded from participating in the monetary awards are Cabinet members, Associate Vice Presidents, Deans, Director IIs, Executive Directors, and Superintendents. Shared Governance groups must have a charter that has been approved by a cabinet member for the project to be considered.

2. Identify the value and strategic planning goal in the box below.

3. List sponsor and support information (Charter, if applicable).

Name	Department	Telephone	Email

4. Identify the Team Leader

Name	Department	Telephone	Email

5. Attach a 2 to 5 page summary of the project and describe how the project aligns with the College’s values and/or strategic planning goals. The team should be able to describe whether or not the desired project provided any desirable outcomes, such as significant cost savings, sustainability, recycling, retention, student success and community civic engagement.

6. Attach a letter of support from your direct supervisor, chair or cabinet member and a **photo** of the team.