

February 1<sup>st</sup> 2010

TO: Academic Senate  
Classified Senate  
Administrators

FR: Kevin Harral (x. 7223 or [HarralKevin@Foothill.edu](mailto:HarralKevin@Foothill.edu))  
Inna Witkop (x7710 or [WitkopInna@Foothill.edu](mailto:WitkopInna@Foothill.edu))

As some of you might have heard, for the 09-10 year we have gone paperless (or 99% so)! We have a new web product that allows us to post the scholarships online, have the students review and apply online, and to have the committee members read the scholarships on-line. We have received some very positive initial feedback on the new product. Now is your time to be part of Foothill College's new cutting edge scholarship process.

I am putting together a diverse reading committee with representation from the classified and academic ranks and hopefully some administrators as well. While there is a little more of a technological requirement for our readers this year, we have found this process to be very accessible to a wide range of skills.

This responsibility will require approximately 10-15 hours of your time. I will not know the exact number of scholarship applicants we have until after the February 11th deadline, but so far I believe we will break last year's totals. Training for the selected committee members will occur the first week in March with scholarship reading during the weeks to follow. Since this process is new and we want everyone to evaluate the applicants equally, training will be required of all committee members, even those who read last year. At the training session you will receive your ID and PW for the scholarships you have been chosen to read.

Our final selection committee will use your recommendations and make selections during April and May.

### **2009-2010 SCHOLARSHIP SELECTION TIMELINE**

February 11	Primary deadline for the 09-10 application/collection period
February 15- February 26	Financial Aid Office organizes applicant pools
March 1-5	Committee members trained and begin reading
<b>March 1- March 26</b>	<b>Review Committee reads and selects applicants to forward to Final Selection Team</b>
<i>March 22- April 2</i>	<i>Foothill winter 2009 finals and spring break</i>
March 29- April 2	Top candidates identified for Final Selection Committee.
April 5 – May 7	Final Selection Committee reads applications forwarded from Review Committee.
May 10-14	Final Selection Committee finalizes selected recipients for all scholarships.
May 17-21	Recipients are notified.

This is really great work to do and I strongly encourage anyone who is interested to call Inna Witkop with questions. This is a fantastic way to learn about our students, where they are coming from and where they are going, and then selecting some of them for the honor of receiving a scholarship.