

**Academic Excellence Committee Meeting Minutes**  
**Co-Chairs: Teresa Cheatham and Christine Gregory**  
**September 17, 2019**  
**11:00 a.m., CTX Conference Room**

**Members Present: Mark Abbruzzese, Selene Aguirre, Kristine Aslanyan, David Betancourt, Teresa Cheatham, Christine Gregory, Debra Johnson, Rachel Samarin, Felicia Smith, Thad Szabo**

**1. Introductions/Committee standards review:**

Members introduced themselves and quorum/awards criteria were reviewed.

**2. Committee reviewed the following AEC 2019-2020 activity timeline:**

May: Reserved photographer, Student Center, Burnight Center,

Quad/Boardroom with Denise at Facilities **(Teri successfully completed this task and received confirmation)**

September: Save the date to board members **(Teri will be sending out this week an email and paper invitation to mailboxes)**

October: Send invitation letters to president, board members, & VPs; Vote for guest speaker/ascertain guest speaker confirmation

November: Division Reps give information at Division meetings

December: Division Reps remind faculty regarding AEA forms (forms out in January and DUE Feb. 6)

Monday, January 13, 2020: Nomination forms distributed to faculty

Tuesday, January 14, 2020: Student data distributed to department chairs

Thursday, February 6, 2020: Signed Nomination forms with transcripts attached are due to Division or AEC Representative

Tuesday, February 18, 2020: Check names on transcripts and narratives Tuesday, March 3, 2020: AEA student photo session

Tuesday, March 24, 2020: Check names on plaques and N/S line up list

Thursday, April 2, 2020 at 7:00 pm: Academic Excellence Awards Program in Burnight Theatre

**3. Student Eligibility List coming from Research and Development and not from IT:**

David reported that the person in IT retired but has now returned part time and will continue to supply names based on criteria to generate the student eligibility list that will be distributed to the deans in January. He was working with Kristine Blackburn in Research and Planning after the IT person retired, but since she has left, and the IT person decided to return part time, we are back with IT this year. David will take over this task again for this year's ceremony.

**4. Student Letters:**

Rachel (addresses) and Kristine (mail merge/print out letters, student support staff to stuff envelopes) generously agreed to take over this very important task. Rachel will also send out emails to students asking for spelling verification of their names, especially before sending out the plaque orders.

**5. Award Winner Photographs on Campus Monitors Update:**

Christine reported that all of the slideshows were emailed as videos and slideshow files to all of the division deans on April 25<sup>th</sup>. She will take on this task again this year, and suggested that she

will cc division secretaries in addition to the deans to ensure more of a chance that the videos will be displayed on the division monitors. It was suggested by the committee members that when students sign the photo waiver in the green room with Sarah and are in the big group photo at the end of the awards ceremony, that they are also reminded that they can ascertain their photographs on the AEC website at the beginning of fall.

**6. Discuss Keynote Speaker Possibilities:**

Members brainstormed possible speaker candidates so far such as Lee Anne McIlroy from ESL, Natalie Sartin from English, Gerado Franco (former Cerritos student) from Engineering, Monica Bellas from Anthropology, John Mejia from Anthropology, and Lorraine Gersitz from Library. The committee will enter more nominees if there are more and take a vote at the October 15<sup>th</sup> meeting to select the speaker. Teri will send the chosen keynote speaker an invite and ascertain his or her acceptance.

**5. Items from the Floor:**

A few members expressed an interest in adding balloons on the stage during the ceremony (Rachel said that she would check the budget for this) as well as having an alumni table at the reception of past AEC winners.

**6. Committee Reviewed 2019-2020 Committee Calendar:**

**NEXT MEETING: Tuesday, October 15, 11am, LC-51**

Tuesday, November 19, 11am, LC-51

Tuesday, January 21, 11am, LC-51

**Thursday, February 6, NOMINATION FORMS ARE DUE!**

Tuesday, February 18, 11am, LC-51 (check transcripts and narratives)

**Tuesday, March 3, 11am, Student Center Stage (photo reception and meeting)**

Tuesday, March 24, 11am, LC-51 (check plaques and N/S line up)

**Thursday, April 2, 7pm, Burnight Theater Academic Excellence Awards Ceremony**

Tuesday, April 21, 11am, LC-51 (lunch)