



Cerritos College

1110 Alondra Boulevard, Norwalk, California 90650

Academic Excellence Committee
Chair, David Betancourt, dbetancourt@cerritos.edu
November 17, 2015
11:00 a.m., CTX Conference Room

- ___ Abbruzzese, Mark
- ___ Barcelo, Marvelina
- ___ Betancourt, David
- ___ Carroll, Dani
- ___ Cheatham, Teresa
- ___ Gersitz, Lorraine
- ___ Murguia, Stephanie
- ___ Samarin, Rachel
- ___ Sanderson, Janet
- ___ Schmidt, Debra
- ___ Shimazu, Cheryl
- ___ Smith, Felicia
- ___ Tolson, Miriam
- ___ Vasquez, Graciela
- X = Present

AGENDA

1. AEC Activity Timeline

- November: Division Reps give information at Division meetings
- December: Division Reps remind faculty regarding AEA forms (forms out in January)
- Monday, January 11, 2016 – Nomination forms distributed to faculty
- Tuesday, January 12, 2016 – Student data distributed to department chairs
- Friday, February 5, 2016 – Signed Nomination forms with transcripts attached are due to Division or AEC Representative
- Tuesday, March 22, 2016: AEA student photo session
- Thursday, March 31, 7:00 p.m., 2016 – Academic Excellence Awards Program in Burnight Theatre

2. Discuss Key Components of AEA Ceremony

- Revised and Updated Award Areas Approved: Shimazu to format
- Keynote Speaker Confirmed: Mark Fronke
- Initial email notification to faculty: Betancourt
- Notification to Boards & Administration: Tolson, Samarin
- Food for AEA Ceremony: Culinary Arts to be contacted by ?
- Table clothes for ceremony and photo reception: ?
- Flowers for AEA Ceremony: Amna Jara (ASCC) contacted by ?
- Plaques: Select Design!; Betancourt coordinate with company
- Program and Certificates (scholarships): Rachel Samarin
- AEA Photo/quotes reception booked: Tolson ?
- Organize food for photo/quotes reception: ?
- Photo/quotes reception, slide show, and photos at AEA ceremony: book Sara Ramirez
- Student Narratives must be transferred to word document: Lorraine Gersitz

3. Committee Calendar

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| Tuesday, January 26, 11:00 a.m., CTX | Committee Meeting |
| Tuesday, February 16, 11:00 a.m., CTX | Committee Meeting (review apps!) |
| Tuesday, March 22, 11:00 a.m., Student Center Stage | AEA Student photo session & <u>Meeting</u> |
| Thursday, March 31, 7:00 p.m., Burnight | AEA Ceremony |
| Tuesday, April 19, 11:00 a.m., CTX | Committee Meeting |