

**Academic Excellence Committee**  
**Co-Chairs: Teresa Cheatham and Christine Gregory**  
**Nov. 15, 2019**  
**11:00 a.m., LC-51**

### **AGENDA**

1. Review AEC 2019-2020 Activity Timeline:
  - 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 (**Teri**)
  - Tuesday, January 14, 2020: Student data distributed to department chairs (**David**)
  - Thursday, February 6, 2020: Signed Nomination forms with transcripts attached are due to Division or AEC Representative (**David and Christine – spreadsheets**)
  - 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
2. Division Reps mention to divisions the following:
  - a. requirements for students nominations (3.5 GPA, 30 Cerritos College units completed, 9 units completed in area of recognition, and enrolled at Cerritos College Fall 2019 with a minimum of 2 units)
  - b. nomination forms will be out in January and are due FEB. 6 with transcripts and print narratives attached. Narratives should be emailed to David between Feb. 6-18.
3. Keynote Speaker: Gerardo Franco
4. Items from the Floor
5. Review 2019-2020 Committee Calendar:
  - Next Meeting: 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)