

Academic Excellence Committee Agenda
Co-Chairs: Teresa Cheatham and Christine Gregory
September 17, 2019
11:00 a.m. in LC-51

1. Introductions
2. Review AEC 2019-2020 Activity Timeline:
 - May: Reserved photographer, Student Center, Burnight Center, Quad/Boardroom with Denise at Facilities
 - September: Save the date to board members
 - 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
4. Student Letters – previously Rachel and Marvelina, now Rachel (addresses) and Kristine (mail merge/print out letters, student support staff to stuff envelopes)?
5. Award Winner Photographs on Campus Monitors Update
6. More improvements to consider in 2020 ceremony (in addition to what was discussed in April)
7. Discuss Keynote Speaker Possibilities:
 - Brainstorm possible speakers
 - Recent Speakers: Mera, Cagnolatti, Pereira, Fronke, Mixson, Gaik, Hoppe-Nagao, Carroll, Rose, Clifford
 - Recently Considered: Michelle Lewellen, Psychology
 - Future Speaker: Eddie Iniquez, Cerritos College Alumni and Harvard MBA Student
 - **Bio submission for speaker nominations due at Oct. 15 meeting for vote**
5. Items from the Floor
6. Review 2019-2020 Committee Calendar:
 - Tuesday, September 17, 11am, LC-51
 - 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)