

Academic Excellence Committee Minutes
Co-Chairs: Teresa Cheatham and Christine Gregory
Jan. 21, 2020
11:00 a.m., LC-51

Members Present: Mark Abbruzzese, Kristine Aslanyan, David Bettancourt, Teresa Cheatham, Dani Carroll, Christine Gregory, Debra Johnson, Rachel Samarin, Felicia Smith, Thad Szabo, Salvador Uribe

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

January 13, 2020– Nomination forms sent to faculty (Teri), Student Eligibility list sent to deans/chairs (Christine)
Thursday, February 6, 2020: Signed Nomination forms with transcripts attached are due to Division or AEC Representative (Email narratives to Christine)
Tuesday, February 18, 2020: Check names on transcripts and narratives; Sign up for photoshoot duties; David and Christine generate spreadsheets (**ALL MEMBERS PLEASE BE PRESENT**)
Tuesday, March 3, 2020: AEA student photo session
Tuesday, March 24, 2020: Members sign up for awards ceremony duties; Check names on plaques and N/S line up list (**ALL MEMBERS PLEASE BE PRESENT**)
Thursday, April 2, 2020 at 7:00 pm: Academic Excellence Awards Program in Burnight Theatre (ALL MEMBERS PLEASE PLAN ON SHOWING UP AS WE WILL NEED EVERYONE’S HELP TO MAKE THIS EVENT A SUCCESS!!!! Thank you!!!!!!!!!!!!!!)

2. Reps continue to remind divisions:
 - 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 are **due FEB. 6** with transcripts and print narratives attached. Narratives should be **emailed to Christine** between Feb. 6-18.
3. Keynote Speaker: Gerardo Franco – he has confirmed.
4. Foundation Announcement – Rachel Samarin has an exciting new position in Adult Ed., but she will be finishing out her term with the committee and will be training her replacement. Thad has volunteered to assist Rachel with the student emails during this transition.
5. Awards Ceremony Preparation Confirmations-
 - a. Dani will be ordering the food with Amber.
 - b. Felicia confirmed that the flowers have been ordered.
 - c. David will arrange music to be performed at the photo shoot.
 - d. Christine and David will arrange the music and dance performances at the ceremony.
 - e. Christine will work with Sarah Pirtell to facilitate the photos for the monitors around campus of the award winners.

- f. Rachel indicated that Foundation has a new backdrop for the photos.
 - g. Teri will follow up with confirmations: Pres. Fierro, board members, and room reservations with Denise.
 - h. Teri and Christine will send final reminders about the nomination form due dates and send another round of Student Eligibility lists to deans and chairs.
6. Items from the Floor
- a. Academic Excellence Website – Christine will be updating the website. She will be looking into putting a link on the website for a new agenda/minutes platform that other committees on campus are using.
 - b. Teri and Christine will be developing a procedural handbook for the committee and future chairs.
5. Review 2019-2020 Committee Calendar:
- Thursday, February 6, NOMINATION FORMS ARE DUE!**
Tuesday, February 18, 11am, LC-51 (check transcripts and narratives, sign up for photoshoot duties)
- Tuesday, March 3, 11am, Student Center Stage (photo reception and meeting)**
Tuesday, March 24, 11am, LC-51 (check plaques and N/S line up, sign up for April 2 duties)
- Thursday, April 2, 7pm, Burnight Theater Academic Excellence Awards Ceremony**
Tuesday, April 21, 11am, LC-51 (lunch)