

ACADEMIC EXCELLENCE COMMITTEE

AEC APRIL MINUTES

DATE: April 15, 2025

LOCATION: Zoom

CO-CHAIRS: Dr. Sean Bonnes and Kristine P. Aslanyan

1. Minutes and Approval

- a. Minutes were approved by Marlena Shore and seconded by Cindy Hall.

2. Review the ceremony timeline and details.

- a. Kristine shared
 - a. 42 nominations, 33 RSVPs (78%)
 - b. 17 Scholarships, 14 attendees (82%)
 1. 2 did not get in on time
 2. 2 not attending
 3. Scholarship recipient narratives

3. Program details review

The team reviewed the minutes from the February meeting, discussing key agenda items for the upcoming event, including:

- Seating arrangements for the event. Logistics and setup for the photo booth. Assigning roles to ensure multiple people will guide students through the event.
- Reviewing event planning requirements, including the layout, content, and the estimated number of attendees. Placement for faculty, scholarship winners, and families. There is a need for detailed information about the awardees, including phonetic spellings of their names.
- Eric will provide scholarship descriptions to Kristine. Eric will include phonetic spellings of names in parentheses in the MC script. Kristine will finalize and print 250 copies of the program. Kristine will arrange flower arrangements for the event.
- Sean will practice the rehearsal of the script and name pronunciations.
- David will facilitate student movement on stage during the awards presentation.
- Committee members are encouraged to email suggestions for improvements after the event. for faculty members. Janet and David will confirm if any additional faculty members can volunteer to help at the event.