

ACADEMIC EXCELLENCE COMMITTEE

AEC FEBRUARY MINUTES

DATE: February 18, 2025

LOCATION: Zoom

CO-CHAIRS: Sean Bonnes and Kristine P. Aslanyan

<p>Present: Angela Williams Marlena Shore Trisha Kozlowski Cindy Hall Mark Abbruzzese David Betancourt Dr. Sean Bonness Kristine P. Aslanyan Debra Johnson</p>	<p>Absent: Dr. Narges Rakin Stephanie Minami Christian Guerra Janet Ramirez-Han</p>
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AGENDA ITEMS

1. Minutes and Approval (5 mins)
2. AEC Timeline
 - a. **October:**
 - i. Send AEA **Invitation** letters to the Faculty Senate President, who then will forward them to the College President, Board Members individually, Vice Presidents, and the Foundation.
 - b. **November:**
 - i. Division Reps give information at Division meetings
 - ii. Vote for a guest speaker/ascertain guest speaker confirmation
 - c. **December:** no meeting:
 - i. Division Reps remind faculty regarding AEA nominations.
 - d. **January**
 - i. 01/13/25: Nomination forms distributed to faculty.
 - ii. Tuesday, January 14, 2025: Student data distributed to department chairs.
 - e. **February:**

- i. Thursday, February 13, 2025: Signed Nomination forms with transcripts attached are due to the Divisions or AEC Representative
- ii. Tuesday, February 18, 2025: Check names on transcripts and narratives before the committee meeting, then review again at the meeting.
- iii. Triple check: Representatives, AEC Chairs, then the committee
- iv. Send reminder invitations
- v. Notify students about awards

f. March

- i. Tuesday, **March 4, 2025**: AEA student photo session
 1. Photo shoot: Scheduled for March 4th from 11 am-1 pm at the student center stage. Committee members volunteered to help during different time slots.
 2. The committee needs to reserve the Student Stage in the Student Center (Denise).
 3. Ask Eric/Foundation for tablecloths and ACA signs,
 4. Debra will do the Costco shopping for snacks. Collaborate with the Foundation to order the plaques.
 5. The committee reviewed the layout of the Performing Arts Center for the awards ceremony, discussing potential traffic flow and presentation options.
 6. They tentatively scheduled a meeting for March 25th to check plaques and finalize logistics at the Performing Arts Center.
 7. A final run-through is scheduled for April 15th at 11 AM, with the actual ceremony on April 17th.
- ii. Tuesday, **March 25, 2025, at 11am meet at** PAC for location logistics. This is not an official committee meeting with an agenda or minutes. The official date is during the Spring Break.

g. April

- i. Tuesday, April 15, 2025, possible committee meeting in PAC
- ii. Thursday, April 17, 2025, at 7:00 pm: Academic Excellence Awards Program