

ACADEMIC EXCELLENCE COMMITTEE

AEC JANUARY MINUTES

DATE: January 21, 2025

LOCATION: Zoom

CO-CHAIRS: Sean Bonnes and Kristine P. Aslanyan

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

1. Minutes and Approval

Janet moved to approve the November 2024 Minutes and Marlena Shore seconded it.

2. AEC Timeline

Sean reviewed the timeline per the agenda.

Sean discussed the nomination process for the upcoming ceremony, including the distribution of nomination forms to department chairs and the deadline for submissions. Kristine confirmed that the eligibility list, which includes students with a 3.5 GPA and 30 units completed, is available. Trisha and Janet raised questions about the criteria for nominations, specifically regarding certifications and the 9-unit requirement. Sean and Kristine clarified that certifications could be considered as long as they meet the 9-unit requirement, and the 9 units must be from the area of recognition.

Kristine outlined the nomination process for department chairs and faculty. Reps are to email the nomination form to department chairs, who then coordinate with faculty about the nomination. The deadline will be extended from February 6th to February 13th. Sean

will email the updated Nomination form. The department chairs will then forward the finalized nominations to the Dean, who will sign it along with the faculty and rep.

The team discussed the logistics of housing and sharing information for their project. They considered using Adobe Sign, OneDrive, Teams, and Canvas for this purpose. After a vote and unanimous approval, the committee decided to use Teams for sharing information, with Kristine taking the lead on setting it up.

3. Keynote Speaker

- a. Walter Fernandez has accepted the invitation for a Keynote Speaker

4. Meeting was adjourned at 11:55AM