

ACADEMIC EXCELLENCE COMMITTEE

**AEC NOVEMBER MINUTES**

Date: November 19, 2024

Location: Zoom

Quorum met: Yes

Co-Chairs: Dr. Sean Bonnes and Kristine P. Aslanyan

Present

Dr. Sean Bonnes SB  
Kristine P. Aslanyan KPA  
Debra Johnson DJ  
Janet Ramirez-Han JRH  
Dr. David Betancourt DB  
Tricia Kozlowski TK  
Marlena Shore MS  
Mark Abbruzzese MA  
Christian Guerra CG

Absent

Dr. Narges Rakin  
Stephanie Minami  
Cindy Hall  
Angela Williams

1. MINUTES AND APPROVAL

- a. Minutes were read and approved at the end of the meeting allowing time for reading.

2. AEC TIMELINE. SB reviewed the timelines for the AEA ceremony.

a. **October:**

- i. SB and KPA are working with Jasmine Sanchez, the Faculty Senate Clerk, to send out invitation letters. There was a discussion about the logistics of sending invitation letters, specifically whether they should come from the Faculty Senate President or the AEC (Academic Excellence Committee) on behalf of the Faculty Senate President.

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. 01/14/25: Student data distributed to department dean, then to dept chairs.
  - e. **February:**
    - i. Thursday, February 6, 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 in January
    - v. Notify students about awards
    - vi. AEC meets in person
  - f. **March**
    - i. Tuesday, March 4, 2025: AEA student photo session
    - ii. Tuesday, March 25, 2025: Check names on plaques and line-up list in person
    - iii. AEC meets in person
  - g. **April**
    - i. Tuesday, April 15, 2025, committee meeting in PAC
    - ii. Thursday, April 17, 2025, at 7:00 pm: Academic Excellence Awards Program
    - iii. Photography
- 3. **STUDENT ELIGIBILITY.** KPA presented data on potential eligible students:
  - a. About 1,339 students meet the initial criteria (3.5 GPA, 30 units completed, currently enrolled). This list was provided by A&R.
  - b. There are 160 AA degree programs to consider.
    - i. The committee discussed ceremony length, venue capacity, and fair representation across departments. Suggestions included:
      - 1. Limiting nominations per department or department chair
      - 2. Setting a target of 60-70 total nominations
      - 3. Considering 10 nominations from each division
  - c. DB suggested allowing 2 nominations per department, which can include students pursuing AA and Certificate. Nominated students must be on the eligible student list (1339 students). There are 53 departments within 8 divisions, allowing up to 106 nominations.
    - i. The committee reached a consensus on this.
- 4. **KEYNOTE SPEAKER**
  - a. MA suggested Walter Fernandez as the Keynote Speaker, and DB confirmed the choice.

5. Items from the floor