

ACADEMIC EXCELLENCE COMMITTEE

AEC AUGUST 2025 AGENDA

DATE: 08/19/2025

LOCATION: Zoom

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

Present: Sean Bonness, Kristine P. Aslanyan, Janet Ramirez-Hahn, Debra Johnson, David Betancourt, Cindy Hall, Trisha Kozlowski, and Eric Calderon as a guest.

Absent: Marlena Shore, Angela Williams, Stephanie Minami.

AGENDA ITEMS

1. Minutes and Approval
 - a. Janet moved to approve the May 2025 meeting minutes; Kristine seconded the motion.
2. AEC Members
 - a. Kristine will email Jasmine Sanchez about the process for adding Eric as a Foundation member to the AEC Committee.
 - b. Historically, the AEC included a Foundation representative, though this role is not specified in the Shared Governance Bylaws
3. Academic Excellence Awards calendar

The group reviewed and confirmed key dates for the Academic Excellence Awards ceremony, including eligibility lists, photo sessions, and the actual event scheduled for April 16th.

 - a. Tuesday, August 19, 11 am Zoom
 - a. Send AEA invitations to the board members, admins, and foundation board members
 - b. Tuesday, September 16, 11 am, Zoom
 - c. Tuesday, October 21, 11 am, Zoom
 - d. Tuesday, November 18, 11 am, Zoom
 - a. In December
 1. Remind A&R of the data request for January 2026.
 2. Division Reps will announce the upcoming nomination period at Division Meetings.
 - b. First week of January:
 1. Submit a request to A&R/IT for the candidate list.
 2. Upload candidate list to TEAMS for Reps and Deans.
 3. Make nomination forms available on TEAMS.
 4. AEC sends campus-wide email about nominations.

5. Reps remind faculty during Division Meetings.
 - e. Tuesday, January 20, 11 am, Zoom
 - f. Thursday, February 5, NOMINATION FORMS ARE DUE!**
 - g. Tuesday, February 17, 11 am, Zoom
 - a. Reps and AEC Chairs to check the eligibility for accuracy
 - b. Send out invitations to the candidates.
 - h. Tuesday, March 3, 11 am (photo reception and meeting)**
 - i. Tuesday, March 31, 11 am, in-person (instead of March 17, Spring Break)
 - j. Thursday, April 16, 7 pm, Academic Excellence Awards Ceremony**
 - k. Tuesday, April 21, 11 am, Zoom
4. Summary of the meeting with Foundation Director
 - a. Sean summarized the June 25 meeting with Dr. Mixson, Terrance Mullins, Debra Johnson, Dr. Sean Bonness, Kristine P. Aslanyan, and Dr. Etelvina Jurado. The group agreed to continue hosting the Academic Excellence Awards as a separate event from the Foundation Scholarship Ceremony. A budget of \$1,500 was considered sufficient for plaques, food, flowers, and certificates.
 - b. David noted that the \$75 allocation for flowers may not be adequate for meaningful arrangements.
5. Budget
 - a. AEC needs to provide an itemized budget to the Foundation in March for the following Academic year.
6. Website update
 - a. Kristine informed the group that the AEC webpage has been updated and asked members to review and provide feedback.
7. Updates from the floor
 - a. The group agreed to begin identifying potential keynote speakers and narrative readers for next year's ceremony.