

# THE UNIVERSITY OF LOUISIANA AT MONROE

## Commencement Committee Minutes

November 23, 2009

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**Members Present:** L. Andrews, D. Bucazala, A. Caldwell, P. Calk, S. Chenoweth, J. Cottingham, K. Crowley, R. Fiorillo, P. Jones, M. Koper, C. Murphy, S. Owens, K. Parker, P. Roshto, S. Ward, A. Wiedemeier, E. Williamson, R. Williamson, L. Woodard (K. Jacobi), M. Wortham.

**Members Absent:** I. Amin, J. Anderson, L. Anderson, C. Browder, S. Burchfield, M. Caldwell, B. Coyne, G. Dahl, T. Doke, V. Durkee, L. Ellerman, A. Hibbetts, A. Hill, S. Humes, C. Lee, M. Maroun, B. Mills, U. Ograk, D. Stokes, N. White.

The November 23, 2009, meeting of the Commencement Committee (CC), held in Administration 1-47, was called to order at 3:35 p.m. by Committee Chair Karen Crowley. The meeting was comprised of the following agenda items:

### 1. Welcome and Introduction of Members

Ms. Crowley welcomed all members, thanking them for their willingness to serve and their attendance at the meeting. Committee members introduced themselves.

### 2. Review of Minutes – July 27, 2009

Minutes from the July 27, 2009, committee meeting were reviewed and approved (motion made by Ms. Wortham, seconded by Ms. Roshto).

### 3. Overview of 2009 Fall Commencement Ceremony

Ms. Crowley made the following remarks about the 2009 Fall Commencement:

- As of this date, we will award 487 degrees to 483 students, with 460 planning to walk; however, we can expect those numbers to change when we remove those who did not meet degree requirements and identify students who will graduate *in absentia*.
- Ms. Elsie Burkhalter, Chair of the ULS Board of Supervisors, will deliver the commencement address.
- Dr. Bette Kauffman will be the announcer for the ceremony.
- The soloist's name is not yet available.

### 4. Preparation for Rehearsal and Ceremony

The following items were discussed in preparation for the upcoming rehearsal and ceremony:

- **Review of instructions:** Ms. Williamson directed committee members to the Fant-Ewing diagram for their assignments. For training purposes, newly-appointed members have been paired with members who have served previously. Committee members are asked to arrive at 8:45 a.m. on December 18 (rehearsal) and at 1:00 p.m. on December 19 (ceremony).
- **Placement of signs:** Ms. Wortham, Ms. Roshto, Ms. Koper, Ms. Murphy, Ms. Calk, and Dr. Owens indicated they would be available to help hang signs in Fant-Ewing on December 17 at 3:00 p.m.
- **Student-group assistance for guests entering via the ramp:** Ms. Murphy has engaged OT students to assist guests entering via the ramp.
- **Changes in room assignments:** Room 18 will be used as the faculty robing area, and the men's basketball locker room will be used for the administration robing area. Senior portraits will be taken in Room 14.

### 5. Dates/Times for the 2009-10 Ceremonies

Ms. Crowley called Committee members' attention to the following dates and times for the 2009-10 ceremonies:

#### • Fall 2009

- Rehearsal – 12/18/09, report at 8:45 a.m. for 9:00 a.m. rehearsal
- Ceremony – 12/19/09, report at 1:00 p.m. for 2:00 p.m. ceremony

#### • Spring 2010

- Rehearsal – 05/21/10, report at 8:45 a.m. for 9:00 a.m. rehearsal
- Ceremony – 05/22/10, report at 1:00 p.m. for 2:00 p.m. ceremony

### 6. Policy for “Walking” Before Degree Completion

Committee members once again affirmed the Committee's long-held position that students should complete all requirements before being allowed to participate in commencement – no exceptions allowed.

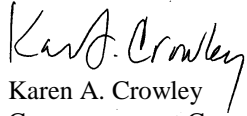
**7. Other Business**

- Ms. Koper asked that the information sheet for disabled guests be emailed to Committee members.
- Lint brushes are needed in the robing areas.

**8. Adjournment**

There being no further business, the meeting was adjourned at 4:15 p.m.

Respectfully submitted,



Karen A. Crowley  
Commencement Committee Chair and  
Associate University Registrar  
23 November 2009