THE UNIVERSITY OF LOUISIANA AT MONROE  
Commencement Committee Minutes  
November 17, 2014


The November 17, 2014, meeting of the Commencement Committee (CC), held in Student Center 170, was called to order at 3:30 p.m. by Committee Chair Karen Crowley. The meeting was comprised of the following agenda items:

1. Welcome
   Ms. Crowley welcomed both new and returning committee members, thanking them for their time and service. Members then introduced themselves.

2. Committee’s Charge
   Ms. Crowley gave a brief explanation of the committee’s purpose and responsibilities.

3. Review of Minutes – April 14, 2014
   Minutes from the April 14, 2014, meeting were reviewed and approved (motion, F. Gregory; second, M. Wortham).

4. Overview of 2014 Fall Commencement
   Ms. Crowley made the following remarks about the 2014 Fall Commencement:
   - As of this date, we will award 708 degrees (43 associate’s, 482 bachelor’s, 1 Pharm.D., 169 master’s, 5 Ed.D.’s, 9 Ph.D.’s; 1 posthumous degree). Only 507 candidates plan to walk.
   - Dr. Chris Michaelides will be the announcer for the ceremony.
   - Justice Marcus R. Clark, Supreme Court of Louisiana, will deliver the commencement address.

5. Rehearsal and Ceremony Dates/Times
   Ms. Crowley called committee members’ attention to the following dates and times for the 2014 Fall rehearsal and ceremony:
   - Rehearsal - Friday, December 5, 2014, 9:00 a.m.; all committee members report to Coliseum 43 at 8:45 a.m.
   - Ceremony – Saturday, December 6, 2014, 10:00 a.m.; all committee members report to Coliseum 43 at 9:00 a.m.

6. Preparation for Rehearsal and Ceremony
   The following items were discussed in preparation for the upcoming rehearsal and ceremony:
   - Marching order: Ms. Crowley noted that the Fall 2014 marching order will reflect the academic reorganization.
   - Candidate/guest information: Informational documents for students and guests, including a hood-color guide for professional and graduate students, are posted on the Registrar’s page under the Commencement link.
   - Commencement Security: Ms. Crowley will communicate with committee members via email regarding security arrangements for the ceremony.
   - Review of instructions and assignments: Ms. Williamson directed committee members to the Practice and Commencement Instructions for Marshals handout, the Fant-Ewing diagram on which assignments are indicated, and the attendance card instructions.
   - Volunteer Sign-up: Committee members were asked to volunteer to hang/remove signs and labels, as well as distribute rehearsal packets.

7. Other Business
   Mr. Sumner asked that there be reconsideration of including a vocal music selection in the ceremony. The topic was tabled for discussion at a later time, with Ms. Crowley assuring she will bring the matter to President Bruno’s attention.

8. Adjournment
   The meeting was adjourned at 4:13 p.m.

Respectfully submitted,

Karen A. Crowley, Chair
17 November 2014