

UNIVERSITY OF LOUISIANA AT MONROE

Commencement Committee Minutes November 23, 2015

Members Present: F. Adams, L. Babin, S. Baggarly, A. Carter, K. Cole, B. Cox, K. Crowley, S. Cruse, D. Glaze, F. Gregory, D. Gross, J. Guernsey-Pitchford, J. Herrock, L. Holin, S. Humes, C. Hummel, D. King, S. Lunte, A. Malta, M. Mazza, J. McDaniel, M. Mobley, C. Murphy, A. Picard, S. Seeber, C. Strickler, R. Thurlkill, A. Walker, J. Weber, E. Williamson, R. Williamson, D. Holtzclaw (guest).

Members Absent: C. Bruce, T. Buckhaults, P. Calk, C. Campbell, D. Davis, D. Duncan, D. Duplechin, V. Eaton, D. Golemon, B. Jones, S. Jones, J. Letlow, R. Mann, R. Miller, A. Netterville, L. Pace, J. Pope, P. Roshto, R. Stewart, D. Sumner, M. Thomas, K. Whorton, J. Wood.

The November 23, 2015, meeting of the Commencement Committee (CC), held in Library 3-B, 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 all committee members, thanking them for their time and service. Committee members introduced themselves, as this was the first meeting of the academic year.

2. Review of Minutes – April 20, 2015

Minutes from the April 20, 2015, meeting were reviewed and approved (motion, J. Guernsey-Pitchford; second, R. Thurlkill).

3. Overview of 2015 Fall Commencement

Ms. Crowley made the following remarks about the 2015 Fall Commencement:

- As of this date, we will award 680 degrees (45 associate degrees, 459 bachelor's, 164 master's, 3 Ed.D.'s, 9 Ph.D.'s). Only 509 candidates plan to walk.
- Dr. Chris Michaelides will be the announcer for the ceremony.
- Brigadier General Joanne F. Sheridan will deliver the commencement address.

4. Rehearsal and Ceremony Dates/Times

Ms. Crowley called committee members' attention to the following dates and times for the 2015 Fall rehearsal and ceremony:

- Rehearsal - Friday, December 11, 2015, 9:00 a.m.; all committee members report to Coliseum 43 at 8:45 a.m.
- Ceremony – Saturday, December 12, 2015, 10:00 a.m.; all committee members report to Coliseum 43 in time to be assigned location by 9:00 a.m.

5. Preparation for Rehearsal and Ceremony

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

- **Candidate/guest information:** Informational documents for students and guests are posted on the [Registrar's page](#) under the *Commencement* link.
- **Commencement Security:** Committee members were asked to enter the arena via the ramp entrance on commencement morning if arriving before 8:30; all other entrances will be locked until then. ID will not be required.
- **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.

6. Other Business

Ms. Crowley reported that the *alma mater* has been added to the end of the ceremony, between the hooding of the last doctoral graduate and the recessional.

Ms. Crowley announced that newly-created medallions will be awarded to the top graduates of each graduating class.

7. Adjournment

The meeting was adjourned at 4:12 p.m.

Respectfully submitted,



Karen A. Crowley, Chair
23 November 2015