



Commencement Minutes

Date 11/20/2017 Start Time 3:30 PM Adjournment Time 4:36 PM Location Library 3-B
 Type of Meeting Regular Special

CHAIR	Kelli Cole and Emily Williamson
SECRETARY	Emily Williamson
ATTENDEES	Dr. Scott Baggarly, Dr. Patti Calk, Ms. Amanda Carter, Dr. Cassie Crew, Tom DeNardin, Dr. Theresa Dronet, Ms. Amanda Elias, Ms. Rebecca Hamm, Mr. Dustin Gross, Dr. Julia Guernsey-Pitchford, Dr. Scott Humes, Ms. Allison Jarrell, Ms. Sandra Jones, Dr. Faisal Kaleem, Mr. Jeremy Kent, Ms. Amy Kincannon, Mr. David King, Ms. Brooke Foy, Dr. Mara Loeb, Ms. Lauren McCarty, Dr. Carolyn Murphy, Ms. April Picard, Ms. Suzanne Seeber, Mr. Thom Rogers, Ms. Ashley Taylor, Ms. Sara Webb Ms. Janis Weber, Ms. Emily Williamson, Mr. Robert Williamson Guest: James Tramble UPD
ABSENT (EXCUSED)	Ms. Jordan Anderson, Dr. Laurie Babin, Ms. Sandy Bailey, Ms. Carolyn Bruce, Ms. Kelli Cole, Mr. Barth Cox, Dr. Sharon Cruse, Dr. Adaobi Duru, Ms. Tyler Greer, Mr. John Herrock, Mr. Julian Jones, Ms. Julia Letlow, Dr. Sandra Lunte, Dr. Janelle McDaniel, Ms. Sherry Peveto, Ms. Audrey Rayford, Ms. Patricia Roshto, Dr. Jason Smith, Ms. Kim Theodos, Ms. Mary Blanche Wortham, Hope Young

Agenda

GENERAL ANNOUNCEMENTS	
<p>Commencement Rehearsal will be held Friday, December 8, 2017 at 9:00 AM in Fant-Ewing Coliseum. You will need to report to the Commencement Office Lower Level Room 43 at 8:45 to pick up your Marshal Clipboards, digital radios, and ear pieces. Please place your clipboards back in the mail slots following rehearsal so we can change out items on them and post any ceremony changes. Place digital radios back on chargers, return ear piece to bag on your clipboard.</p> <p>Commencement Ceremony will be held Saturday, December 9, 2017 at 10:00 AM in Fant-Ewing Coliseum. You will need to report to the Commencement Office on the Lower Level Room 43 at 8:45 to pick up your Marshal Clipboards, digital radios, ear pieces and ceremony changes in order to be in place at your assigned location by 9:00 AM.</p>	
DISCUSSION TOPICS	
<ol style="list-style-type: none"> 1. Welcome 2017-18 Committee 2. University Police De-escalation training – Lieutenant Jeremy Kent 3. Review of Minutes – 4-24-17 4. Overview of 2017 Fall Commencement as of 11-10-17 <ul style="list-style-type: none"> Awarding 776 Degrees (624 Marching) <ul style="list-style-type: none"> 50 Associate Degrees 536 Bachelor’s Degrees (4 Multiple degrees) 177 Master’s Degrees 0 Pharm D (Spring Commencement Only) 2 are Doctor of Education 10 are Doctor of Philosophy 1 Posthumous 1 Students with 4.0 72 Cum Laude 3.5 to 3.75 	

18 Suma Cum Laude 3.9 to 4.0

34 Magna Cum Laude 3.75 to 3.9

Announcer: Dr. Jeff Anderson

Speaker: Dr. LaVelle Hendricks

5. Rehearsal and Ceremony Dates/Times

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6. Preparation for Rehearsal and Ceremony

- Commencement Regalia Etiquette Instructions for Graduates that will be read during rehearsal –

“The University of Louisiana at Monroe Commencement Ceremony is a solemn occasion and graduation regalia stands for honor and academic achievement.

Men: Men graduates should wear dark trousers or khakis, dark socks, shoes, and a neatly-pressed, light-colored dress shirt with dark tie underneath an academic gown. The cap is worn flat on the head. The gown should fall midway between the knee and ankle. Tassels are usually worn on the right side and shifted to the left when graduates receive their diplomas. Men should remove their caps during the school song and the National Anthem. Jeans, shorts, bare feet, flip-flops, slippers and tennis shoes are not acceptable. All graduates will arrive to the ceremony with their gowns unzipped so that the clothing underneath can be seen. The line marshals will instruct graduates when to zip their gowns.

Women: Women graduates should wear dark slacks, dress, or skirt, and a light-colored dress blouse with dark shoes. High heels are not recommended for reasons of safety and comfort. Flats are suggested because you will be going up and down steep steps to the lower concourse at a very fast pace and up and down steps on and off the stage. The cap is worn flat on the head. The gown should fall midway between the knee and ankle. Tassels are usually worn on the right side and shifted to the left when graduates receive their diplomas. Women are allowed to keep their caps on during the National Anthem. Jeans, shorts, bare feet, flip-flops, slippers and tennis shoes are not acceptable. All graduates will arrive to the ceremony with their gowns unzipped so that the clothing underneath can be seen. The line marshals will instruct graduates when to zip their gowns.”

- Info for candidates and guests on Student Tab.
- Marshal Assignments and Duties
- Marshals/Nurses
 - Trauma Kits – Nurses will have at East Ramp lower concourse entrance
 - West Ramp lower concourse entrance
 - Upper level main entrance Left (wheelchair ramp) side.
 - AED Location – West Ramp Lower Concourse – from col. Floor on Left Wall in
 - Concourse entrance between roller door and exit doors
 - East Ramp Lower Concourse – Nurse will have portable unit.
 - Upper level main entrance Left (wheelchair ramp) side.
 - Marshal Communication - 2 way radios
- Marshal line checklist
 - Clothing – robe unzipped
 - Regalia – (Diagram will be with your clipboards)
 - Cords-
 - Stoles-
 - Pins –
 - Mortar Boards – Check tops
 - Hands – empty (no phones, cameras, bottles, programs, etc.)
- Review marshals’ instructions (Emily)
- Line-up Formation
- Sign-up sheet for “other duties”

6. Other Business

Spring 2018 Commencement Dates:

Committee Meeting April 23, 2018

Commencement Rehearsal May 11, 2018

Commencement Ceremony May 12, 2018

Amy Kincannon made motion to adjourn and Rebecca Hamm seconded. Meeting was adjourned at 4:36 PM
Respectfully submitted Emily Williamson

CONCLUSIONS

ACTION ITEMS

PERSON RESPONSIBLE

DEADLINE

Compile instruction for using 2 way radios.

Emily Williamson

12-7-17

Approved by committee/council chair Yes on 4-23-18