

THE UNIVERSITY OF LOUISIANA AT MONROE
Commencement Committee Minutes
April 28, 2008

Members Present: B. Bennett, R. Chardkoff, S. Chenoweth, J. Cottingham, K. Crowley, T. Doke, D. Eichhorn, A. Hibbets, C. Lee, M. Michel, A. Picard, L. Reid, B. Smith, C. Thameling, E. Williamson, M. Wortham.

Members Absent: C. Browder, R. Brown, D. Buczala, M. Caldwell, S. Chaney, S. Davidson, L. Ellerman, A. Feig, R. Fiorillo, K. Friery, L. Harris, S. Hill, S. Humes, S. Jones, R. Keiser, M. Koper, J. McKeithen, U. Ograk, S. Owens, M. Ramsey, L. Rodden, R. Stephenson, D. Stokes, J. Tidwell-Ellington, N. White.

The April 28, 2008, meeting of the Commencement Committee (CC), held in the Arts and Sciences Conference Room, 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

After those in attendance introduced themselves, Ms. Crowley thanked them for their attendance.

2. Overview of 2008 Spring Commencement

Ms. Crowley made the following remarks about the 2008 Spring Commencement:

- As of this date, we will award 750 degrees to 745 students (five students are receiving two degrees), with 25 graduating *in absentia*. However, we can expect those numbers to decrease when we remove those who did not meet degree requirements and identify additional students who will graduate *in absentia*.
- Robert J. Barham, Secretary of the Department of Wildlife and Fisheries, will deliver the Commencement Address.
- Dr. Chris Michaelides, Associate Professor of French, will be the announcer for the ceremony.
- The name of the soloist has not yet been released by VAPA.

3. Review of Rehearsal and Ceremony Instructions

Ms. Williamson has not yet finalized the marshals' assignments and the related diagram of Fant-Ewing. She will email the final documents to CC members, as well as distribute them at rehearsal.

4. Other Business

- Ms. Crowley reminded CC members that she will continue to submit meeting minutes to them via email for review and approval.
- According to Ms. Crowley, no decision has yet been made regarding summer commencement ceremonies.
- Ms. Wortham made the following comments:
 - A more substantial garment rack than what was provided in the fall is needed for the faculty robing area.
 - Placing a CC member to assist/direct graduates as they descended the stage seemed helpful in the fall.
 - After robing, faculty must be prompted to move from the robing area to the hallway of the lower concourse in a timely fashion. Ms. Wortham will assume that responsibility, although signs noting the specific time faculty should be in line might be helpful.
 - Marching faculty need to be reminded that there is no secure place to store their valuables (e.g., wallets, purses, keys) during the ceremony. They must limit what they bring into Fant-Ewing to items which can easily be placed in a pocket or perhaps the sleeve of the robe.
- Ms. Reid, Ms. Wortham, and Mr. Bennett volunteered to help Ms. Williamson hang signs in Fant-Ewing at 7:00 a.m. on Friday, May 16. Dr. Cottingham will assist if possible.
- Ms. Eichhorn indicated that OT students would be available to assist with disabled guests who require floor-level seating. Ms. Crowley asked that the students be reminded that conservative dress is expected.

5. Adjournment

There being no further business, the meeting was adjourned at 4:03 p.m.

Respectfully submitted,



Karen A. Crowley, Chair
Associate University Registrar

29 April 2008

Approved as Corrected