

THE UNIVERSITY OF LOUISIANA AT MONROE

Commencement Committee Minutes

November 24, 2008

Members Present: A. Caldwell, R. Chardkoff, S. Chenoweth, K. Crowley, T. Doke, D. Eichhorn, L. Harris, A. Hibbetts, A. Hill, S. Humes, S. Jones, M. Koper, C. Lee, M. Michel, C. Murphy, S. Owens, K. Parker, A. Picard, P. Roshto, N. White, A. Wiedemeier, E. Williamson, M. Wortham.

Members Absent: J. Anderson, L. Andrews, B. Bennett, C. Browder, R. Brown, D. Bucazala, M. Caldwell, S. Chaney, J. Cottingham, S. Davidson, V. Durkee, L. Ellerman, R. Fiorillo, S. Hill, B. Mills, U. Ograk, B. Smith, D. Stokes, C. Thamelng.

The November 24, 2008, 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 in attendance and thanked them for their willingness to serve, after which members introduced themselves. Members were asked to update their contact information.

2. Overview of 2008 Fall Commencement Ceremony

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

- As of this date, we will award 440 degrees to 436 students; 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*.
- Dr. Randy Moffett, ULS President, will deliver the commencement address.
- Dr. Matthew James will be the soloist.
- Dr. Bette Kauffman will be the announcer for the ceremony.

3. Review of Rehearsal and Ceremony Instructions

Ms. Williamson discussed rehearsal and ceremony instructions with the committee, noting the following:

- Newly-appointed members will be paired with members who have served previously for training purposes.
- Committee members are asked to arrive at 8:45 a.m. on December 12 (rehearsal) and at 1:00 p.m. on December 13 (ceremony).
- Ms. Koper, Ms. Wortham, Dr. Hill, Ms. Eichhorn, Ms. Murphy, and Ms. Roshto volunteered to help hang signs in Fant-Ewing on December 11 at 4:30 p.m.

4. Key Dates for 2009 Spring and Summer Ceremonies

Ms. Crowley called Committee members' attention to the following key dates for this year's remaining ceremonies. She also asked members to respond to emails from committee leadership regarding availability to work the remaining ceremonies.

• 2009 Spring Commencement

- Committee Meeting – 04/27/2009, 3:30 p.m. (tentative)
- Rehearsal – 05/15/09, 9:00 a.m.
- Ceremony – 05/16/09, 2:00 p.m.

• 2009 Summer Commencement

- Committee Meeting – 07/27/2009, 3:30 p.m. (tentative)
- Rehearsal – 08/14/09, 9:00 a.m.
- Ceremony – 08/15/09, 2:00 p.m.

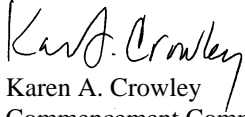
5. Other Business

- Minutes from the August 11, 2008, committee meeting were reviewed and approved (motion made by Ms. Wortham, seconded by Ms. Doke).
- Ms. Williamson noted that members of ASK (Association of Students in Kinesiology) might be asked to assist with guests utilizing the Child Development Center bus, which will be used to transport guests between distant parking lots and Fant-Ewing.
- Ms. Eichhorn mentioned that candidates' chairs need to be cleaned and tips need to be added to the legs of some chairs.
- Ms. Eichhorn will be responsible for engaging students to assist ceremony guests requiring floor-level seating.
- Ms. Crowley will consult the individuals who announce graduates' names at commencement to determine whether they would like to receive name pronunciations from students via name cards or would prefer to continue meeting with students in person after rehearsal.

- Ms. Crowley and Ms. Williamson encouraged the membership to continue offering input regarding Commencement policies, procedures, and activities as a means of enhancing and improving our ceremonies and rehearsals.

There being no further business, the meeting was adjourned at 4:10 p.m.

Respectfully submitted,



Karen A. Crowley
Commencement Committee Chair and
Associate University Registrar
24 November 2008