

# THE UNIVERSITY OF LOUISIANA AT MONROE

## Commencement Committee Minutes

August 11, 2008

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**Members Present:** J. Anderson, D. Buczala, A. Caldwell, M. Caldwell, S. Chaney, J. Cottingham, K. Crowley, T. Doke, D. Eichhorn, L. Ellerman, R. Fiorillo, L. Harris, A. Hibbets, A. Hill, S. Humes, S. Jones, M. Koper, C. Lee, M. Michel, C. Murphy, S. Owens, K. Parker, A. Picard, P. Roshto, C. Thameling, N. White, A. Wiedemeier, E. Williamson, M. Wortham.

**Members Absent:** L. Andrews, B. Bennett, C. Browder, R. Brown, R. Chardkoff, S. Chenoweth, S. Davidson, V. Durkee, S. Hill, B. Mills, U. Ograk, B. Smith, D. Stokes.

The August 11, 2008, meeting of the Commencement Committee (CC), held in Library 651, was called to order at 8:50 a.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 of the committee and thanked them for their willingness to serve, after which members introduced themselves and stated whether they are new or returning committee members.

### 2. Guidelines for University Committees

Ms. Crowley reviewed the basic guidelines for University committees, as presented earlier in the morning to Committee Chairs by Provost Stephen Richters. Particular mention was made of the importance of committee members' active participation, submission of meeting minutes, the committee's annual report, and annual member evaluations. New is the addition of the Committee on Committees, which will likely hold its first meeting in 2009 Spring.

### 3. Overview of Commencement Committee/Responsibilities of Members

Ms. Crowley described the CC's function as being to provide meaningful, dignified commencement exercises for graduates and their families/guests, as set forth in the group's mission statement. The large membership of 45 achieves this by planning and executing all details of ULM's three commencement ceremonies each year. Because members carry out their newly-learned duties so few times during the course of a year, the rotation schedule calls for members to serve a maximum of four (4) years, with some exceptions being allowed upon the Chair's recommendation and the Provost's approval.

Whether they are nine- or twelve-month employees, all members are asked to be available to the extent possible for the key dates for our three annual commencement ceremonies. Members are also asked to keep the committee leadership informed regarding availability.

### 4. Key Dates for 2008-09

Ms. Crowley called Committee members' attention to the following key dates for the upcoming year:

- **2008 Fall Commencement**
  - Committee Meeting – 11/24/2008, 3:30 p.m. (tentative)
  - Rehearsal – 12/12/08, 9:00 a.m.
  - Ceremony – 12/13/08, 2:00 p.m.
- **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. Outlook for 2008-09

- Committee Co-chair Emily Williamson announced that, effective with fall commencement, the Child Development Center bus will be used to transport guests between distant parking lots and Fant-Ewing.
- Ms. Crowley noted that we are still awaiting word on the future of summer commencement. Until we have definitive word about the effective date for discontinuation of summer ceremonies, we will continue to plan for them.

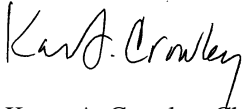
### 6. Other Business

- Drs. Neil White and Ricky Fiorillo asked about the possibility of moving commencement exercises up by several days at semester's end. Ms. Crowley will discuss the feasibility of that with the registrar and the administration.

- Dr. Aleecia Hibbetts suggested that we consider ascertaining the pronunciations of candidates' names by using name cards, which could perhaps be mailed to candidates or placed in their chairs at rehearsal.
- Dr. Carl Thameling recommended that we consider adding student members to the Commencement Committee.
- 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 9:40 a.m.

Respectfully submitted,

A handwritten signature in black ink that reads "Karen A. Crowley". The signature is written in a cursive style with a large, prominent initial "K".

Karen A. Crowley, Chair  
Associate University Registrar  
11 August 2008