

THE UNIVERSITY OF LOUISIANA AT MONROE
Commencement Committee Minutes
February 7, 2011

Members Present: D. Andrews, J. Boldin, S. Burchfield, S. Chenoweth, J. Cottingham, B. Coyne, K. Crowley, T. Jacobus, A. Malta, M. Maroun, T. Mullone, C. Murphy, S. Owens, D. Packer, N. White, A. Wiedemeier, E. Williamson, R. Williamson, L. Woodard, M. Wortham

Members Absent: J. Anderson, L. Anderson, L. Andrews, P. Bowers, D. Buczala, M. Caldwell, P. Calk, G. Dahl, T. Doke, V. Durkee, E. El Giar, L. Ellerman, R. Fiorillo, R. Hayes, A. Hill, S. Humes, P. Jones, M. Koper, D. Lanham, C. Lee, C. Mapp, D. Nunnery, U. Ograk, K. Parker, P. Roshto, A. Sharma, C. Smith, D. Stokes, K. Zimmerman

The February 7, 2011, meeting of the Commencement Committee (CC), held in Student Center 170, was called to order at 3:32 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 members of the committee, thanking them for their attendance.

2. Review of Minutes – November 22, 2010

Minutes from the November 22, 2010, committee meeting were reviewed and approved (motion, Ms. Murphy; second, Dr. Cottingham).

3. Evaluation of Rehearsals and Ceremonies

Committee members discussed current rehearsal and ceremony protocol.

4. Suggestions for Improvements

Committee members considered the following matters in an effort to improve our operation:

- assigning rows/lines to marshals
- moving lines downstairs earlier
- taking roll more efficiently on the top concourse
- moving signs which instruct students to give name to marshal
- assigning duties to marshals before, during, and after ceremony
- providing alphabetical roster to select personnel only
- providing vests to marshals for identification purposes
- revising materials for students (diagrams and instructions on same page)
- placing link to commencement information on ULM homepage

5. Other Business

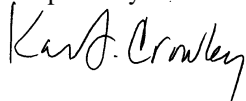
Ms. Crowley noted the following:

- Effective Fall 2011, commencement exercises will begin at 10:00 a.m. The change of time means that the Alumni Association will be required to move the time of the portrait session, which currently is 10:45 a.m. – 12:45 p.m.
- President Bruno would like to engage commencement speakers of regional or national renown. Committee members are asked to submit their suggestions in this regard to Ms. Crowley.

6. Adjournment

There being no further business, the meeting was adjourned at 4:33 p.m.

Respectfully submitted,



Karen A. Crowley, Chair
18 April 2011