

THE UNIVERSITY OF LOUISIANA AT MONROE
Commencement Committee Minutes
April 18, 2011

Members Present: J. Anderson, D. Andrews, S. Burchfield, M. Caldwell, P. Calk, S. Chenoweth, J. Cottingham, B. Coyne, K. Crowley, T. Jacobus, D. Lanham, C. Lee, A. Malta, C. Mapp, T. Mullone, D. Nunnery, S. Owens, D. Packer, K. Parker, P. Roshto, A. Sharma, A. Wiedemeier, E. Williamson, R. Williamson, M. Wortham

Members Absent: L. Anderson, L. Andrews, J. Boldin, P. Bowers, D. Buczala, G. Dahl, T. Doke, V. Durkee, E. El Giar, L. Ellerman, R. Fiorillo, R. Hayes, A. Hill, S. Humes, P. Jones, M. Koper, M. Maroun, C. Murphy, U. Ograk, C. Smith, D. Stokes, N. White, L. Woodard, K. Zimmerman

The April 18, 2011, meeting of the Commencement Committee (CC), held in Student Center 161, 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 – February 7, 2011

Minutes from the February 7, 2011, committee meeting were reviewed and approved (motion, Dr. Chenoweth; second, Ms. Wortham).

3. Overview of 2011 Spring Commencement

Ms. Crowley made the following remarks about the 2011 Spring Commencement:

- As of this date, we will award 900 degrees to 899 students, with 788 planning to walk; however, we can expect those numbers to change when we remove those who did not meet degree requirements and identify additional students who will graduate *in absentia*.
- Congressman Rodney Alexander will deliver the commencement address.
- Dr. Bette Kauffman will be the announcer for the ceremony.
- Louis Nabors is expected to be the soloist.
- Informational documents for students and guests are posted on the [Registrar's page](#) under the *Commencement* link.

4. Rehearsal and Ceremony Dates/Times

Ms. Crowley called Committee members' attention to the following dates and times for the 2011 Spring rehearsal and ceremony:

- Rehearsal - Friday, 5/20/2011, 9:00 a.m.; Committee members assigned to hang signs report at 7:30 a.m., those who are greeting and distributing rehearsal packets report at 8:15 a.m., and all others report at 8:45 a.m.
- Ceremony – Saturday, 5/21/2011, 2:00 p.m.; Committee members report at 12:45 p.m.

5. Preparation for Rehearsal and Ceremony

The following items were discussed in preparation for the upcoming rehearsal and ceremony:

- **Review of instructions and assignments:** Ms. Williamson directed committee members to the *Practice and Commencement Instructions for Marshals* handout and the Fant-Ewing diagram on which assignments are indicated. To improve the checking of attendance before the ceremony, marshals now will be distributing name cards to students. Cards not distributed will represent students who are *no-shows*. Cards of students in attendance will be used to verify students' presence once on the lower concourse.
- **Additional marshal assignments:** Rather than ask for volunteers to perform additional tasks related to the rehearsal and ceremony, Ms. Williamson prepared a list of tasks and assigned committee members to perform them. The tasks are hanging signs before rehearsal, greeting students and distributing rehearsal packets, taking signs down as the ceremony begins, and removing row/seat numbers from chairs after the ceremony.

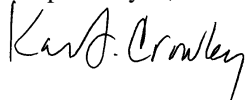
6. Other Business

No other business was introduced.

7. Adjournment

The meeting was adjourned at 3:47 p.m.

Respectfully submitted,



Karen A. Crowley, Chair
18 April 2011