

# THE UNIVERSITY OF LOUISIANA AT MONROE

## Commencement Committee Minutes

August 16, 2010

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**Members Present:** J. Anderson, L. Andrews, J. Boldin, D. Buczala, S. Burchfield, A. Caldwell, M. Caldwell, P. Calk, S. Chenoweth, J. Cottingham, K. Crowley, G. Dahl, E. El Giar, R. Fiorillo, R. Hayes, S. Humes, T. Jacobus, P. Jones, M. Koper, C. Lee, M. Maroun, T. Mullone, C. Murphy, D. Nunnery, U. Ograk, K. Parker, P. Roshto, A. Sharma, N. White, A. Wiedemeier, E. Williamson, R. Williamson, M. Wortham, K. Zimmerman

**Members Absent:** L. Anderson, D. Andrews, P. Bowers, C. Browder, B. Coyne, T. Doke, V. Durkee, L. Ellerman, A. Hibbets, A. Hill, D. Lanham, C. Mapp, S. Owens, C. Smith, D. Stokes, L. Woodard

The August 16, 2010, meeting of the Commencement Committee (CC), held in Library 651, was called to order at 9:03 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 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. Review of Minutes – April 26, 2010

Minutes from the April 26, 2010, committee meeting were reviewed and approved (motion, Dr. Humes; second, Ms. Wortham).

### 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 Committee's large membership achieves this by planning and executing all details of ULM's two 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. Outlook for 2010-10

Ms. Crowley noted that the only significant change expected for the Commencement Committee in 2010-11 is that the number of ceremonies will decrease from three to two, since we no longer have a summer ceremony.

### 5. Key Dates for 2010-11

Committee members were asked to plan ahead for the following key dates for the 2010-11 academic year:

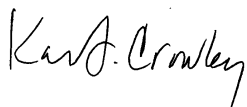
- **2010 Fall Commencement**
  - Committee Meeting – Monday, 11/22/2010; 3:30 p.m. (tentative)
  - Rehearsal – Friday, 12/17/10; 9:00 a.m.
  - Ceremony – Saturday, 12/18/10; 2:00 p.m.
- **2011 Spring Commencement**
  - Committee Meeting – Tuesday, 04/26/2011; 3:30 p.m. (tentative)
  - Rehearsal – Friday, 05/20/11; 9:00 a.m.
  - Ceremony – Saturday, 05/21/11; 2:00 p.m.

### 6. Other Business

- Ms. Crowley reported that the Spring 2010 ceremony, which boasted the largest graduating class in ULM's history, saw 762 degrees awarded and 681 graduates walking. Despite the large numbers, the ceremony lasted only one hour and fifty minutes.
- Ms. Crowley will include a reminder about acceptable regalia and appropriate attire in her rehearsal remarks, effective with Fall 2010 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 9:52 a.m.

Respectfully submitted,



Karen A. Crowley, Chair  
22 November 2010