

THE UNIVERSITY OF LOUISIANA AT MONROE

Commencement Committee Minutes

November 22, 2010

Members Present: J. Anderson, J. Boldin, D. Buczala, S. Burchfield, S. Chenoweth, J. Cottingham, B. Coyne, K. Crowley, G. Dahl, T. Doke, E. El Giar, T. Jacobus, P. Jones, M. Maroun, T. Mullone, D. Nunnery, S. Owens, D. Packer, K. Parker, P. Roshto, A. Sharma, C. Smith, E. Williamson, R. Williamson, M. Wortham

Members Absent: L. Anderson, D. Andrews, L. Andrews, P. Bowers, C. Browder, M. Caldwell, P. Calk, V. Durkee, L. Ellerman, R. Fiorillo, R. Hayes, A. Hill, S. Humes, M. Koper, D. Lanham, C. Lee, C. Mapp, C. Murphy, U. Ograk, D. Stokes, N. White, A. Wiedemeier, L. Woodard, K. Zimmerman

The November 22, 2010, 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 willingness to serve. Committee members introduced themselves.

2. Review of Minutes – August 16, 2010

Minutes from the August 16, 2010, committee meeting were reviewed and approved (motion, Dr. Buczala; second, Ms. Wortham).

3. Overview of 2010 Fall Commencement

Ms. Crowley made the following remarks about the 2010 Fall Commencement:

- As of this date, we will award 665 degrees to 663 students, with 547 planning to walk; 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*. Of the 663 students, 160 are summer graduates and 503 are fall candidates.
- President Bruno will deliver the commencement address.
- Dr. Chris Michaelides will be the announcer for the ceremony.
- Dr. Mark Clark will be the soloist.

4. Rehearsal and Ceremony Dates/Times

Ms. Crowley called Committee members' attention to the following dates and times for the 2010 Fall rehearsal and ceremony:

- Rehearsal - Friday, 12/17/10, 9:00 a.m.; Committee members report at 8:45.
- Ceremony – Saturday, 12/18/10, 2:00 p.m.; Committee members report at 1:00.

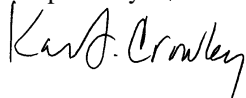
5. Preparation for Rehearsal and Ceremony

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

- **Review of instructions:** Ms. Williamson directed committee members to the Fant-Ewing diagram for their assignments. For training purposes, newly-appointed members have been paired with veteran members.
- **Placement of signs/other assignments:** Committee members were asked to sign up to help hang signs in Fant-Ewing on Thursday afternoon. Also, four volunteers are needed to remove the signs on Saturday, and an additional four volunteers are needed to remove signs from graduates' chairs after the ceremony. Six volunteers are needed to distribute information packets to students at rehearsal.
- **Information for candidates and guests (Registrar's web page):** Three documents are posted on the Registrar's web page regarding commencement. One contains information for candidates, one addresses the needs of disabled guests, and the third provides general information for all guests.
- **Student-group assistance:** Representatives of two student organizations will assist during the ceremony on Saturday. The Student Occupational Therapy Association will help seat disabled guests, and Beta Alpha Psi International Honorary Organization will distribute programs.

There being no further business, the meeting was adjourned at 3:59 p.m.

Respectfully submitted,



Karen A. Crowley, Chair
7 February 2011