

THE UNIVERSITY OF LOUISIANA AT MONROE

Commencement Committee Minutes April 22, 2013

Members Present: J. Anderson, C. Campbell, K. Crowley, F. Gregory, A. Hill, C. Hummel, C. Mapp, T. Mullone, L. Sampognaro, R. Stewart, M. Thomas, A. Wiedemeier, R. Williamson, M. Wortham

Members Absent: L. Anderson, J. Boldin, P. Bowers, S. Burchfield, M. Caldwell, P. Calk, Y. Camper, S. Chenoweth, L. Clark, J. Cottingham, G. Dahl, D. Davis, T. Doke, E. El Giar, D. Glaze, D. Goleman, R. Hayes, L. Hopper, S. Humes, D. Lanham, C. Lee, A. Malta, M. Maroun, C. Murphy, U. Ograk, S. Owens, K. Parker, J. Pope, P. Roshto, A. Sharma, C. Smith, D. Stokes, N. White, K. Whorton, E. Williamson, K. Zimmerman

The April 22, 2013, 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

Ms. Crowley welcomed members of the committee and thanked them for their attendance.

2. Review of Minutes – November 19, 2012

Minutes from the November 19, 2012, meeting were reviewed and approved (motion, Dr. Stewart; second, Ms. Hummel).

3. Overview of 2013 Spring Commencement

Ms. Crowley made the following remarks about the 2013 Spring Commencement:

- As of this date, we will award 829 degrees, with 708 candidates 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*.
- State Senator Mike Walsworth will deliver the commencement address.
- Dr. Bette Kauffman 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 2013 Spring rehearsal and ceremony:

- Rehearsal - Friday, May 10, 2013, 9:00 a.m.; all committee members report to Coliseum 43 at 8:45 a.m.
- Ceremony – Saturday, May 11, 2013, 10:00 a.m.; all committee members report to Coliseum 43 at 8:45 a.m.

5. Preparation for Rehearsal and Ceremony

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

- **Candidate/guest information:** Informational documents for students and guests are posted on the [Registrar's page](#) under the *Commencement* link.
- **Review of instructions and assignments:** In Ms. Williamson's absence, Ms. Crowley directed committee members to the *Practice and Commencement Instructions for Marshals* handout and the Fant-Ewing diagram on which assignments are indicated.
- **Volunteer Sign-Up:** Committee members were asked to volunteer to hang/remove signs and labels, as well as distribute rehearsal packets.
- **Live web-cast of ceremony:** We will again offer a live web-cast of the commencement ceremony.

6. Other Business

- Several committee members noted that they cannot attend rehearsal because they are giving finals during that time (conflict created by earlier rehearsal/ceremony dates). There remains no alternative.
- Dr. Stewart asked that candidates continue to be reminded to say their names loudly at the final check.
- Mr. Williamson asked whether there are high school graduation ceremonies in Fant-Ewing the week of our ceremony. Ms. Crowley reported that she has not been informed of the schedule for the venue.
- Mr. Williamson suggested that personal belongings of faculty could be secured in Coliseum 18 during the ceremony.

7. Adjournment

The meeting was adjourned at 3:48 p.m.

Respectfully submitted,



Karen A. Crowley, Chair
22 April 2013