

## 2017-18 ULM Commencement Committee

### End-of-Year Report

March 13, 2018

#### I. Committee Meetings and Work Dates

Co-Chairs work throughout the semester with preparation with a separate time line.

##### A. Fall 2017

- a. November 20, 2017 (Committee meeting)
- b. December 7, 2017 (Work date – venue preparation)
- c. December 8, 2017 (Work Date – rehearsal)
- d. December 9, 2017 (Work Date – ceremony)

##### B. Spring 2018

- a. April 23, 2018 (Committee meeting)
- b. May 11, 2018 (Work date – venue preparation)
- c. May 11, 2018 (Work Date – rehearsal)
- d. May 12, 2018 (Work Date – ceremony)

#### II. Issues Addressed/Action Taken (Completed)

- A. **Graduate and Faculty Dress** – Commencement Regalia Etiquette for candidates and faculty was developed and used for Fall 2018.

##### **Commencement Regalia Etiquette for Candidates**

The University of Louisiana at Monroe Commencement Ceremony is a solemn occasion and graduation regalia stands for honor and academic achievement.

**Men:** Men graduates should wear dark trousers or khakis, dark socks, shoes, and a neatly pressed, light-colored dress shirt with dark tie underneath an academic gown. The cap is worn flat on the head. The gown should fall midway between the knee and ankle. Tassels are usually worn on the right side and shifted to the left when graduates receive their diplomas. Men should remove their caps during the school song and the National Anthem. Jeans, shorts, bare feet, flip-flops, slippers and tennis shoes are not acceptable. All graduates will arrive to the ceremony with their gowns unzipped so that the clothing underneath can be seen. The line marshals will instruct graduates when to zip their gowns.

**Women:** Women graduates should wear dark slacks, dress, or skirt, and a light-colored dress blouse with dark shoes. High heels are not recommended for reasons of safety and comfort. Flats are suggested because you will be going up and down steep steps to the lower concourse at a very fast pace and up and down steps on and off the stage. The cap is worn flat on the head. The gown should fall midway between the knee and ankle. Tassels are usually worn on the right side and shifted to the left when graduates receive their diplomas. Women are allowed to keep their caps on during the National Anthem. Jeans, shorts, bare feet, flip-flops, slippers and tennis shoes are not acceptable. All graduates will arrive to the ceremony with their gowns unzipped so that the clothing underneath can be seen. The line marshals will instruct graduates when to zip their gowns.

### **Commencement Regalia Etiquette for Faculty**












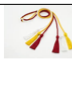



The University of Louisiana at Monroe Commencement Ceremony is a solemn occasion and graduation regalia stands for honor and academic achievement.

**Men:** Male faculty should wear dark trousers or khakis, dark socks, shoes, and a neatly pressed, light-colored dress shirt with dark tie underneath an academic gown. The cap is worn flat on the head. The gown should fall midway between the knee and ankle. Tassels are worn on the left. Men should remove their caps during the school song and the National Anthem. Jeans, shorts, bare feet, flip-flops, slippers and tennis shoes are not acceptable. All faculty will arrive at the ceremony with their gowns unzipped so that the clothing underneath can be seen. The line marshals will instruct faculty when to zip their gowns as they take attendance.


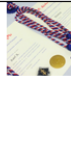




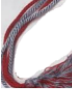


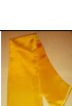



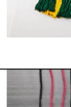

**Women:** Female faculty should wear dark slacks, dress, or skirt, and a light-colored dress blouse with dark shoes. High heels are not recommended for reasons of safety and comfort. Flats are suggested because you will be going up and down steep steps to the lower concourse. The cap is worn flat on the head. The gown should fall midway between the knee and ankle. Tassels are worn on the left. Women are allowed to keep their caps on during the National Anthem. Jeans, shorts, bare feet, flip-flops, slippers and tennis shoes are not acceptable. All faculty will arrive at the ceremony with their gowns unzipped so that the clothing underneath can be seen. The line marshals will instruct faculty when to zip their gowns as they take attendance.

**B. Update approved regalia list and provide for candidates on commencement web site and Marshals.**

Approved Honors Regalia Spring 2018

Organization	Description	Cords, Medallions, etc.	Organization	Description	Cords, Medallions, etc.	Organization	Description	Cords, Medallions, etc.
ULM Top Graduate	Medallion on maroon ribbon		Beta Alpha Psi	Honor Cord: Cardinal Red and Black		Kappa Mu Epsilon National Honor Society in Mathematics	Silver and rose-pink cords	
ULM Distinguished Graduates	Maroon and gold Dbl. tie honor cords		Beta Beta Beta (TriBeta) Honor Society for Biology Majors	Red and Green Cords		Kappa Pi (Art)	Two separate - three tiers spiral, two purple and one gold, with gold tassels.	
ULM Associate Degree Graduates	White and White Dbl. tie honor cords		Beta Gamma Sigma International Business Honor Society	Royal blue and gold ribbons		Lambda Pi Eta National Honor Society in Communication	Single-strand gold cords	
Alpha Epsilon Delta National Premedical Honor Society	Red and purple knotted cords		Chi Sigma Iota (Counseling)	Blue and White Double tie cords		Mortar Board	Medallions	
Alpha Lambda Delta National Honor Society	Red, gold, and white honor cords		Delta Tau Alpha (Agriculture)	Green and gold honor cords		Mu Kappa Tau (Marketing)	Cords: Dbl. royal blue Medallion: Royal Blue Ribbon with gold medallion Stole: Gold with royal blue embroidery	
Alpha Pi Sigma The National Criminal Justice Honor Society	Blue and Gold cords with gold tassel. Blue and Gold Ribbon with medallion, Gold with Blue embroidery		Kappa Delta Pi International Education Honor Society	Purple and green honor cords		National Society of Collegiate Scholars	Maroon and Gold Double Tied cords Gold stole	

Approved Honors Regalia Spring 2018

Organization	Description	Cords, Medallions, etc.	Organization	Description	Cords, Medallions, etc.	Organization	Description	Cords, Medallions, etc.
Psi Chi International Honor Society in Psychology	Platinum and Dark Blue		Pi Delta Phi (French)	Cords: Dbl. tie red, white and blue with solid blue tassel.		Tau Omicron Chi Toxicology Honor Society	Green and blue cords	
Phi Alpha Social Work Honor Society	Medallions		Rho Chi National Pharmacy Honor Society	Purple and white honor cords		Sunbelt Academic Honors Medallion	Blue Ribbon, Gold Medal, Sunbelt Logo	
Phi Alpha Theta History Honor Society	Red and blue honor cords		Sigma Delta Pi National Spanish Honor Society	Red and yellow honor cords		Lambda Nu Rho Alpha Delta Radiologic and Imaging Sciences	Maroon and Green Dbl. tied cords	
Phi Epsilon Kappa Kinesiology Honor Society	Black and yellow cords Officers have gold stoles		Sigma Lambda Chi International Honor Society for Construction	Green and gold cords		Upsilon Pi Epsilon International Honor Society for the Computing and Information Disciplines	Medallion maroon neck band, Stole white with gold logo & lettering, Cords maroon & white	
Phi Kappa Phi National Honor Society	Medallions on blue ribbons		Sigma Tau Delta International English Honor Society	Red and black cords		Sunbelt Athletes		

**C. Artificial External Defibrillator – 2 AED’s** are installed in the Coliseum, The third portable AED is located at the ULM Child Development Center and will be taken to the coliseum for commencement. I have notified Shane Dykes, JD Dunavant, and Jeremy Kent with UPD of their instillation and location. Shane said each department is responsible for inspections so I (Emily Williamson) will take care of the coliseum units that we have placed there.

**D. Top Grad Medallions –** Kelli Cole ordered medallions with Velcro closure. Emily Williamson painted a tray black and lined with velvet to display medallions on for distribution on stage. These were utilized for the Fall 2017 ceremony.

**E. ULM Police Department ceremony coordination -** Kelli and I (Emily Williamson) met with Jeremy Kent and Officer Tramble to determine officer placement for the ceremony. Emily Williamson conducted joined Officer Kent and Tramble to conduct a walkthrough of the coliseum. Officer Tramble, the event coordinator for UPD, called several time to fine tune specifics for the event.

**F. Isle Numbers –** Emily Williamson made additional laminated row Isle numbers that were placed on the center isle to make it easier for graduates to find where they sit and make it easier to locate graduates if we need to find them.

**G. De-escalation Training -** Jeremy Kent from UPD conducted a 30-minute training with the commencement committee on De-escalation and Conflict Resolution. Utilizing the attached hand out.

### **8 Steps toward Peaceful Conflict Resolution**

Commencement committee members should be aware of how to de-escalate irritable and angry individuals during ceremonies. There are eight steps to peacefully resolving conflict, gaining control over the incident, and doing so without creating more chaos.

When an individual becomes angry and irritable, their rational thinking process changes. Irrate individuals tend to utilize their core brain, which drives anger and aggression. Peaceful conflict resolution techniques can re-engage the individual's frontal lobe of their brain to regulate impulse control and awareness of consequences.

Although there is no single solution or method to resolving every conflict, these eight steps should allow the commencement committee member to begin dissolving, the conflict and stabilizing the incident until an officer with ULM Police can come to the location, if needed. Always be mindful of safety and never physically engage someone that is angry!

- 1) Listen – As difficult as this may be for someone tasked with giving directives, listening to someone's complaint allows them a chance to vent appropriately as long as there is no threat to safety or security.
- 2) Acknowledge – Relaying that you understand what a person is meaning or feeling helps by validating their emotions. Acknowledgement occurs when the listener understands the emotions leading to anger while relaying that acting out is not the solution.
- 3) Agree – Often when an individual is angry, there may be some truth in their reasons. Be careful not to validate their behavior. Instead focus on agreeing with a purpose of finding an alternate solution.
- 4) Apologize – Apologizing lets the individual know that you are empathetic. Never apologize for something you did not do. Instead, apologize to the individual about something that is legitimate to affirm that you are empathetic to their situation.
- 5) Clarification – Never assume that you know exactly what the individual is irritable about. Instead, ask for clarification. If some is angry and hostile, have them clarify what it is that they are angry about. Asking for clarification shows that you are interested in their complaint. It also gives the individual a chance to clarify their message instead of just shouting or being irate.
- 6) Choices and Consequences – Presenting choices to an irate individual allows for the definition of the conditions and consequences that are associated with the choice. When doing so, clearly explain that these are the choices that the individual must choose from.
- 7) Sequence Questions – These are designed to allow the individual to formulate answers and think rationally. Have the individual describe the sequence of events that led them to this particular incident.
- 8) Suggestibility – Agitated individuals are less than likely to comply with orders or demands. It is more advisable, and gains faster compliance, to "suggest" that the individual follow the desired task. Forming the demand in a question statement simply suggests that the individual do something instead of ordering them to do it.

**H. Two-way Radios** - Radios were rented and used to improve communication with UPD and marshals during the ceremony. Dr. Rob Hanser, a faculty member with law enforcement experience, served as the commencement committee's communications liaison with the Univ. Police dispatcher in the communications room. Emily Williamson set up a laptop to live stream in the communications room for Dr. Hanser to view to provide extra eyes of the overall coliseum during the ceremony.

**I. Visiting Professors** - Visiting professors will not be included in the marching totals.

### **III. Issues Addressed/Action Taken (Incomplete)**

**A. Regalia Fines – In progress** A Detail Code Request will be submitted after I confirm Accounting Data with Gail Parker

**B. Additions to marching roster** - Request that appeal process establish cut off time for additions to march

Respectfully Submitted,

*Emily Williamson*

Emily Williamson,  
Commencement Co-Chair Floor Coordinator