

THE UNIVERSITY OF LOUISIANA AT MONROE
Commencement Committee Minutes

August 15, 2005

Members Present: R. Brown, J. Carr, K. Crowley, D. Duplechin, J. Goodman, T. Hayes, R. Keiser, P. Melton, L. Reid, S. Reid, R. Stephenson, C. Thamelng, E. Williamson

Members Absent: C. Bailey, C. Browder, S. Chaney , L. Ellerman, P. Jones, S. Jones, J. McKeithen.

The August 15, 2005, meeting of the Commencement Committee, held in Library 651, was called to order at 10:05 a.m. by Committee Chair Karen Crowley. The meeting was comprised of the following agenda items:

1. Welcome

Ms. Crowley welcomed all members of the committee, thanked them for their willingness to serve, and distributed the meeting agenda and a list of the 2005-06 Commencement Committee members' names and contact information. Because several members noted changes in telephone numbers, a corrected list will be distributed.

2. Introduction of Members

Committee members introduced themselves, indicated their positions on campus, and stated their years of service on the Committee.

3. Guidelines for University Committees

Ms. Crowley reviewed the *Guidelines and Policies for University Committees* presented by Provost Stephen P. Richters in the meeting of University Committee Chairs held earlier in the morning. There was brief discussion about some of the policies.

4. Plans for the 2005-06 Commencement Committee

After recognizing Co-Chair Denise Duplechin's outstanding service and contributions to the Commencement Committee, Ms. Crowley asked Ms. Duplechin to discuss her ideas for restructuring the Committee. Ms. Duplechin explained that the purpose of reorganization would be to evenly distribute commencement-related responsibilities among committee members, citing several specific possibilities for reassignment of tasks. Ms. Crowley and Ms. Duplechin will finalize the details of the reorganization before presenting the plan to the members.

5. Miscellaneous Topics

- Dr. Goodman suggested that the marshals use their free time during Commencement Rehearsal to prepare for the actual ceremony (e.g., to physically locate their respective stations in the upper concourse).
- Dr. Kaiser requested additional marching instructions for faculty and recommended that chairs in the faculty seating area be spaced more generously.
- Dr. Stephenson recommended that we consider presenting each category of candidates (e.g., Bachelor's, Master's) and conferring their degrees, followed immediately by the awarding of their diplomas (as opposed to presenting/conferring all degree categories, followed by awarding diplomas to all categories).
- The general consensus of the members present was that, if possible, committee meetings should be held at 3:00 p.m. on the first, third, or fourth Monday of any given month.

6. Committee Members' Comments

- Dr. Thamelng suggested that careful consideration be given before making any changes to current procedures which govern our commencement ceremonies.
- Members' comments and suggestions made throughout the meeting were appreciated and duly noted by the chair and co-chair of the committee.

There being no further business, the meeting was adjourned at 10:55 a.m.

Respectfully submitted,

Karen A. Crowley, Chair
Associate University Registrar

6 December 2005