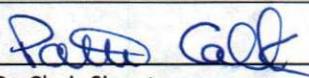
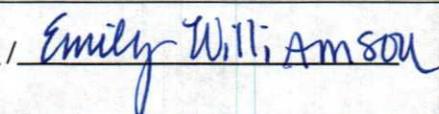


UNIVERSITY-LEVEL COMMITTEE/COUNCIL DATA SHEET
University of Louisiana at Monroe

Committee/Council	Commencement Committee		
Committee Type:	<input checked="" type="checkbox"/> Standing	<input type="checkbox"/> Ad Hoc	
Reports to:	Vice President for Academic Affairs		
Term/Date formed:	First documentation in VPAA Office is 1996-1997		
Membership (Describe in general terms who should serve on the committee/council): Total = 54			
<i>Faculty Senate</i>	1 Faculty Senator		
<i>Staff Senate</i>	N/A		
<i>Faculty/Staff</i>	CAES-15; CBSS-10; CHS-10 (including 5 RNs); CPY-10; VPAA-1 (Co-Chair Liaison); VPIS-4; President-2		
<i>Student Members:</i>	N/A		
<i>Ex Officio</i>	VPSA-1 (Chief of Police)		
Officers (Describe in general terms who should serve as officers):			
<i>Co-Chairs:</i>	Appointed after serving as committee Vice Chair following Rotation Rules.		
<i>Co-Vice Chairs:</i>	Appointed by the committee Co-Chairs		
<i>Secretary:</i>	Elected from the committee members		
Charge (Describe the charge or purpose of the committee/council):			
To plan and implement the University's Commencement ceremonies.			
Rotation Rules (List the rules that govern how committee/council membership changes with time):			
Faculty/Staff members serve a maximum of 4 academic years. Contingent upon the Co-Chairs' recommendation and the VPAA's approval, a member's years of service may be either increased or decreased by a period of time deemed appropriate or necessary. A member who has held office will serve an extended term. Faculty Senate representative will rotate off when his or her term as a Faculty Senator ends. The officer rotation for an academic year is as follows: Serve 2 years as a co-vice chair, 2 years as a co-chair, and 1 year as a co-chair liaison. Thus if a member holds an office, their years of service could be more than 4 academic years.			
Duties of Members (Describe the duties expected of each committee member)			
<i>Co-Chairs:</i>	The co-chairpersons will convene and conduct the committee as needed to fulfill its charge, annually evaluate committee member performance, and make recommendations for membership. The co-chairpersons will also maintain a file that includes: a statement of the charter of the committee; the approved minutes of each committee meeting; the annual report of the committee; and other information that might be of continuing value to the committee. The co-chairpersons shall forward committee records to the new committee chair when the rotation occurs. Co-chairpersons are also responsible for communicating with the President's office, Academic Affairs office, and graduating students. Co-chairpersons will oversee the planning and implementation of the University's Commencement ceremonies.		
<i>Co-Vice Chairs:</i>	Assist the co-chair with duties and take the role of co-chair in the absence		
<i>Secretary:</i>	Maintain minutes of committee meetings, distribute minutes to committee members, and distribute approved minutes for posting on appropriate web site.		
<i>Faculty Senate Member(s):</i>	Represent the Faculty Senate at all committee meetings, report committee actions to the Faculty Senate, and participate in committee responsibilities.		
<i>Staff Senate Member(s):</i>	N/A		
<i>Faculty/Staff Members:</i>	Participate in committee responsibilities.		
<i>Student Members:</i>	N/A		
<i>Co-Chair Liaison(s):</i>	Serve as a resource for co-chair(s) and co-vice chair(s) and participate in committee responsibilities.		
<i>Ex Officio Members:</i>	Represent the office that they hold and participate in all committee responsibilities.		
Last updated	<input checked="" type="checkbox"/>	Date: 8-14-18	 /  Co-Chair Signatures
Last reviewed	<input checked="" type="checkbox"/>	Fall 2018	