

**THE UNIVERSITY OF LOUISIANA AT MONROE**  
**Commencement Committee Minutes**  
**December 4, 2006**

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**Members Present:** C. Browder, M. Caldwell, K. Crowley, M. DeGennaro, A. Feig, S. Humes, R. Keiser, C. Lee, P. Melton, M. Michel, A. Picard, M. Ramsey, C. Singletary, B. Smith, R. Stephenson, J. Tidwell-Ellington, E. Williamson.

**Members Absent:** R. Brown, J. Carr, S. Chaney, R. Chardkoff, C. Cook, D. Eichhorn, L. Ellerman, K. Friery, F. Gibson, S. Hill, A. Hibbets, S. Jones, M. Koper, J. McKeithen, U. Ograk, L. Reid, L. Rodden, D. Stokes, C. Thamelng.

The December 4, 2006, meeting of the Commencement Committee, held in the Arts and Sciences Conference Room, was called to order at 3:04 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 all members of the committee and thanked them for attending during this busy time of the semester, after which members introduced themselves and indicated their positions on campus.

**2. Approval of August 14, 2006, Minutes**

The minutes of the August 14, 2006, Commencement Committee meeting were reviewed and approved (motion made by Carlette Browder, seconded by Julia Tidwell-Ellington).

**3. Overview of 2006 Fall Commencement**

Ms. Crowley reviewed the following changes which arose from the August meeting and which will be put into action in the upcoming ceremony:

- Committee Co-Chair Emily Williamson's plan to train committee members in two areas of responsibility (several individuals will be cross-training this time)
- Dr. Mike Ramsey's suggestion that we have more than two marshals per graduate line (there will be three per line)
- Sharon Chaney's recommendation that chewing gum among the degree candidates be prohibited (marshals will be actively reviewing their lines for all prohibited items)
- Mary Caldwell's request that marshals emphasize the importance of quickly stating their last names when approaching the final checker just before stepping onto the Coliseum floor

Ms. Crowley made the following remarks about the 2006 Fall Commencement:

- Commencement is at 2:00 p.m. on Saturday, December 16. Rehearsal is at 9:00 a.m. on Friday, December 15.
- Dr. Chris Michaelides will be the announcer for the ceremony.
- The Honorable Jay McCallum, Third Judicial District Court Judge, will deliver the Commencement Address.
- Julian Jones, graduate student in music, will be the soloist.
- As of this date, we will be awarding 446 degrees to 442 students; however, we can expect those numbers to drop when we begin to mark off those who did not meet degree requirements.
- Copies of the master script for the ceremony are available to committee members who need or want them.
- Charlie Ballard, Physical Plant, is the newly-assigned primary contact for Commencement. Mark Triplett will run the sound board.

**4. Review of Rehearsal and Ceremony Instructions**

Ms. Williamson distributed and reviewed the written marching and commencement instructions with the committee, asking in particular that marshals assist degree candidates as they locate their assigned seats prior to the beginning of rehearsal. Committee members discussed rehearsal and ceremony procedures, and questions were answered.

On a rehearsal-related topic, Dr. Mike DeGennaro stated that marshals need about 15 minutes from the time degree candidates leave the Coliseum floor to the time they begin their descent from the upper concourse to the lower. Ms. Williamson stated that timers will be used to better coordinate this part of the rehearsal.

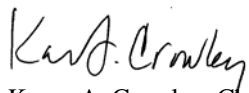
**5. Miscellaneous Topics**

- Ms. Williamson noted that a new roller door has recently been installed at the ramp entrance of the Coliseum, which will improve the situation as physically-challenged guests arrive at that entrance.
- Dr. Ross Keiser recommended that all participants, including those who use the ramp entrance, be encouraged to arrive early in the case of inclement weather.
- Julia Tidwell-Ellington asked if "The Star-Spangled Banner" would remain a part of the Commencement program, stating that she had heard several positive comments about its inclusion. Ms. Crowley responded affirmatively.

- Ms. Caldwell's observation that faculty sometimes need assistance in the proper donning of their hoods led to Ms. Crowley stating that there are printed instructions for doing so. Ms. Williamson suggested that copies of these instructions be utilized to aid faculty in the robing process.
- Carolyn Lee, Ms. Tidwell-Ellington, and Ms. Caldwell, under Ms. Williamson's direction, will hang signs in the Coliseum at 9:00 a.m. on Thursday, December 14.
- Ms. Crowley expressed appreciation to the committee for their commitment to producing a successful commencement ceremony. In turn, Dr. Keiser, Cathy Singletary, and others thanked Ms. Williamson and Ms. Crowley for their organization and leadership.
- Both Ms. Crowley and Ms. Williamson encouraged the membership to continue offering input regarding Commencement policies, procedures, and activities.

There being no further business, the meeting was adjourned at 3:45 p.m.

Respectfully submitted,



Karen A. Crowley, Chair  
Associate University Registrar  
05 December 2006