

# THE UNIVERSITY OF LOUISIANA AT MONROE

## Commencement Committee Minutes

April 27, 2009

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**Members Present:** J. Anderson, D. Bucazala, R. Chardkoff, S. Chenoweth, J. Cottingham, K. Crowley, T. Doke, V. Durkee, D. Eichhorn, L. Harris, A. Hibbetts, A. Hill, S. Humes, S. Jones, M. Koper, M. Michel, C. Murphy, S. Owens, K. Parker, A. Picard, P. Roshto, E. Williamson, R. Williamson, M. Wortham.

**Members Absent:** L. Andrews, B. Bennett, C. Browder, R. Brown, A. Caldwell, M. Caldwell, S. Chaney, L. Ellerman, R. Fiorillo, S. Hill, C. Lee, B. Mills, U. Ograk, B. Smith, D. Stokes, C. Thameling, S. Ward, N. White, A. Wiedemeier.

The April 27, 2009, meeting of the Commencement Committee (CC), held in Administration 1-47, was called to order at 3:34 p.m. by Committee Chair Karen Crowley. The meeting was comprised of the following agenda items:

### 1. Welcome

Ms. Crowley welcomed all members, thanking them for their willingness to serve and their attendance at the meeting.

### 2. Review of Minutes – November 24, 2008

Minutes from the November 24, 2008, committee meeting were reviewed and approved (motion made by Dr. Humes, seconded by Ms. Wortham).

### 3. Overview of 2009 Spring Commencement Ceremony

Ms. Crowley made the following remarks about the 2009 Spring Commencement:

- As of this date, we will award 680 degrees to 674 students; however, we can expect those numbers to change when we remove those who did not meet degree requirements and identify students who will graduate *in absentia*.
- Dr. Frank Hoffmann, State Representative, will deliver the commencement address.
- Dr. Claire Vangelisti will be the soloist.
- Dr. Pat Hébert will be the announcer for the ceremony.

### 4. Preparation for Rehearsal and Ceremony

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

- **Review of instructions:** Ms. Williamson directed committee members to the Fant-Ewing diagram for their assignments. For training purposes, newly-appointed members have been paired with members who have served previously. Committee members are asked to arrive at 8:45 a.m. on May 15 (rehearsal) and at 1:00 p.m. on May 16 (ceremony).
- **Placement of signs:** Ms. Koper, Ms. Wortham, Dr. Hill, Dr. Cottingham, Ms. Roshto, and Dr. Anderson volunteered to help hang signs in Fant-Ewing prior to rehearsal. Ms. Williamson will send an email to confirm the date and time.
- **Use of bus to transport guests:** The Child Development Center bus will be used to transport guests from distant parking lots to Fant-Ewing. However, because of traffic congestion, the bus will not be used after the ceremony to transport guests to their vehicles.
- **Student-group assistance for guests entering via the ramp:** Ms. Eichhorn will engage OT students to assist guests entering via the ramp.
- **Pronunciation of student names:** Ms. Crowley reported that, when given the choice of candidate-completed pronunciation cards versus face-to-face meetings candidates, Dr. Hébert elected to meet with candidates at the conclusion of rehearsal for the purpose of ascertaining correct pronunciations of names.

### 5. Key Dates for the 2009 Summer Ceremony

Ms. Crowley called Committee members' attention to the following key dates for this year's remaining ceremony:

#### • 2009 Summer Commencement

- Committee Meeting – 07/27/2009, 3:30 p.m.
- Rehearsal – 08/14/09, 9:00 a.m.
- Ceremony – 08/15/09, 2:00 p.m.

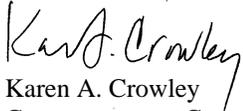
### 5. Other Business

- Ms. Crowley announced that the 2009 Summer Commencement will be the final summer ceremony. Even though there will no longer be a ceremony, we will continue to award degrees and issue diplomas just as we have always done for summer completers.

- The committee briefly discussed not dispersing passes for disabled guests. For the time being, we will continue to use the passes. Ms. Crowley will request that University Police give us additional passes for the upcoming ceremony.

There being no further business, the meeting was adjourned at 3:52 p.m.

Respectfully submitted,



Karen A. Crowley  
Commencement Committee Chair and  
Associate University Registrar

27 April 2009