Commencement Committee Minutes
April 30, 2012


The April 30, 2012, meeting of the Commencement Committee (CC), held in Student Center 170, was called to order at 3:30 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 members of the committee, thanking them for their attendance.

2. Review of Minutes – November 28, 2011
   Minutes from the November 28, 2011, committee meeting were reviewed and approved (motion, Ms. Wortham; second, Dr. Humes).

3. Overview of 2012 Spring Commencement
   Ms. Crowley made the following remarks about the 2012 Spring Commencement:
   • As of this date, we will award 926 degrees, with 733 planning to walk; however, we can expect those numbers to change when we remove those who did not meet degree requirements and identify additional students who will graduate in absentia.
   • State Representative Charles “Bubba” Chaney will deliver the commencement address.
   • Dr. Bette Kauffman will be the announcer for the ceremony.
   • Louis Nabors will be the soloist.

4. Rehearsal and Ceremony Dates/Times
   Ms. Crowley called Committee members’ attention to the following dates and times for the 2012 Spring rehearsal and ceremony:
   • Rehearsal - Friday, May 18, 2012, 9:00 a.m.; all committee members report to Coliseum 43 at 8:30 a.m.
   • Ceremony – Saturday, May 19, 2012, 10:00 a.m.; all committee members report to Coliseum 43 at 9:00 a.m.

5. Preparation for Rehearsal and Ceremony
   The following items were discussed in preparation for the upcoming rehearsal and ceremony:
   • Candidate/guest information: Informational documents for students and guests are posted on the Registrar’s page under the Commencement link.
   • Review of instructions and assignments: Ms. Williamson directed committee members to the Practice and Commencement Instructions for Marshals handout and the Fant-Ewing diagram on which assignments are indicated.
   • Live web-cast of ceremony: For the first time in our history, we will offer a live web-cast of the commencement ceremony. Chance Eppinette, Adam Taylor, and Lindsey Wilkerson were guests at today’s meeting in an effort to help finalize plans for the web-cast.

6. Other Business
   No other business was introduced.

7. Adjournment
   The meeting was adjourned at 4:07 p.m.

Respectfully submitted,

Karen A. Crowley, Chair
19 November 2012