

The November 28, 2011, 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 – April 18, 2011
   Minutes from the April 18, 2011, committee meeting were reviewed and approved (motion, Dr. Humes; second, Dr. Anderson).

3. Overview of 2011 Fall Commencement
   Ms. Crowley made the following remarks about the 2011 Fall Commencement:
   • As of this date, we will award 713 degrees, with 542 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.
   • Mayor Jamie Mayo will deliver the commencement address.
   • Dr. Pat Hébert 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 2011 Fall rehearsal and ceremony:
   • Rehearsal - Friday, 12/16/2011, 9:00 a.m.; all committee members arrive by 8:30 a.m. for meeting in Coliseum 43; members hanging signs arrive by 7:00 a.m.
   • Ceremony – Saturday, 12/17/2011, 10:00 a.m.; all committee members report to Coliseum 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.

6. Other Business
   No other business was introduced.

7. Adjournment
   The meeting was adjourned at 3:52 p.m.

Respectfully submitted,

Karen A. Crowley, Chair
28 November 2011