THE UNIVERSITY OF LOUISIANA AT MONROE

Commencement Committee Minutes
April 22, 2013


The April 22, 2013, meeting of the Commencement Committee (CC), held in Student Center 170, was called to order at 3:32 p.m. by Committee Chair Karen Crowley. The meeting was comprised of the following agenda items:

1. Welcome
   Ms. Crowley welcomed members of the committee and thanked them for their attendance.

2. Review of Minutes – November 19, 2012
   Minutes from the November 19, 2012, meeting were reviewed and approved (motion, Dr. Stewart; second, Ms. Hummel).

3. Overview of 2013 Spring Commencement
   Ms. Crowley made the following remarks about the 2013 Spring Commencement:
   • As of this date, we will award 829 degrees, with 708 candidates 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 Senator Mike Walsworth will deliver the commencement address.
   • Dr. Bette Kauffman will be the announcer for the ceremony.
   • Dr. Mark Clark will be the soloist.

4. Rehearsal and Ceremony Dates/Times
   Ms. Crowley called Committee members’ attention to the following dates and times for the 2013 Spring rehearsal and ceremony:
   • Rehearsal – Friday, May 10, 2013, 9:00 a.m.; all committee members report to Coliseum 43 at 8:45 a.m.
   • Ceremony – Saturday, May 11, 2013, 10:00 a.m.; all committee members report to Coliseum 43 at 8:45 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: In Ms. Williamson’s absence, Ms. Crowley directed committee members to the Practice and Commencement Instructions for Marshals handout and the Fant-Ewing diagram on which assignments are indicated.
   • Volunteer Sign-Up: Committee members were asked to volunteer to hang/remove signs and labels, as well as distribute rehearsal packets.
   • Live web-cast of ceremony: We will again offer a live web-cast of the commencement ceremony.

6. Other Business
   • Several committee members noted that they cannot attend rehearsal because they are giving finals during that time (conflict created by earlier rehearsal/ceremony dates). There remains no alternative.
   • Dr. Stewart asked that candidates continue to be reminded to say their names loudly at the final check.
   • Mr. Williamson asked whether there are high school graduation ceremonies in Fant-Ewing the week of our ceremony. Ms. Crowley reported that she has not been informed of the schedule for the venue.
   • Mr. Williamson suggested that personal belongings of faculty could be secured in Coliseum 18 during the ceremony.

7. Adjournment
   The meeting was adjourned at 3:48 p.m.

Respectfully submitted,

Karen A. Crowley, Chair
22 April 2013