THE UNIVERSITY OF LOUISIANA AT MONROE
Commencement Committee Minutes
November 18, 2013


The November 18, 2013, meeting of the Commencement Committee (CC), held in Student Center 161, 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
Ms. Crowley welcomed all members and made specific remarks to acknowledge new members. Members introduced themselves, and Ms. Crowley gave a brief explanation of the committee’s purpose.

2. Review of Minutes – April 22, 2013
Minutes from the April 22, 2013, meeting were reviewed and approved (motion, Ms. Thomas; second, Ms. Wortham).

3. Overview of 2013 Fall Commencement
Ms. Crowley made the following remarks about the 2013 Fall Commencement:
- As of this date, we will award 660 degrees, with 508 candidates planning to walk.
- Dr. Chris Michaelides will be the announcer for the ceremony.
- Russ Givens will be the soloist.
- We will award three honorary doctorates. Because of the time required to read their citations, a formal commencement address will not be delivered.

4. Rehearsal and Ceremony Dates/Times
Ms. Crowley called committee members’ attention to the following dates and times for the 2013 Fall rehearsal and ceremony:
- Rehearsal - Friday, December 6, 2013, 9:00 a.m.; all committee members report to Coliseum 43 at 8:30 a.m.
- Ceremony – Saturday, December 7, 2013, 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:
- 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.
- Volunteer Sign-Up: Committee members were asked to volunteer to hang/remove signs and labels, as well as distribute rehearsal packets.
- Candidate/guest information: Informational documents for students and guests are posted on the Registrar's page under the Commencement link.

6. Other Business
There was no other business brought forward.

7. Adjournment
The meeting was adjourned at 4:11 p.m.

Respectfully submitted,

Karen A. Crowley, Chair
18 November 2013