The April 25, 2016, meeting of the Commencement Committee (CC), held in Library 3-B, was called to order at 3:31 p.m. by Committee Chair Karen Crowley. The meeting was comprised of the following agenda items:

1. **Welcome**
   Ms. Crowley welcomed all committee members, thanking them for their time and service.

2. **Review of Minutes – November 23, 2015**
   Minutes from the November 23, 2015, meeting were reviewed and approved (motion, K. Cole; second, C. Murphy).

3. **Overview of 2016 Spring Commencement**
   Ms. Crowley made the following remarks about the 2016 Spring Commencement:
   - As of this date, we will award 860 degrees (13 associate degrees, 615 bachelor’s, 98 Pharm.D.’s, 121 master’s, 2 Ed.D.’s, 11 Ph.D.’s). Only 760 candidates plan to walk.
   - Dr. Bette Kauffman will be the announcer for the ceremony.
   - Congressman Ralph Abraham will deliver the commencement address.
   - Posthumous degree: Lauren Lang, Health and Pharmaceutical Sciences.

4. **Rehearsal and Ceremony Dates/Times**
   Ms. Crowley called committee members’ attention to the following dates and times for the 2016 Spring rehearsal and ceremony:
   - Rehearsal - Friday, May 13, 2016, at 9:00 a.m.; all committee members report to Coliseum 43 at 8:30 a.m.
   - Ceremony – Saturday, May 14, 2016, at 10:00 a.m.; all committee members report to Coliseum 43 in time to be assigned location by 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, the Fant-Ewing diagram on which assignments are indicated, and the attendance card instructions.
   - **Volunteer Sign-up:** Committee members were asked to volunteer to hang/remove signs and labels, as well as distribute rehearsal packets.

6. **Other Business**
   - Ms. Crowley reported that a second photo opportunity would be added during the ceremony (portrait after graduate descends diploma stage).
   - Ms. Crowley indicated that a survey would be sent to committee members regarding opinions about various facets of commencement. This will be done in anticipation of possible changes being considered relative to commencement.

7. **Adjournment**
   The meeting was adjourned at 4:26 p.m.

Respectfully submitted,

Karen A. Crowley, Chair
25 April 2016