

2016-17 ULM Commencement Committee

End-of-Year Report

I. Committee Meetings and Work Dates

Co-Chairs work throughout the semester with preparation with a separate time line.

A. Fall 2016

- a. November 21, 2016 (Committee meeting)
- b. December 8, 2016 (Work date – venue preparation)
- c. December 9, 2016 (Work Date – rehearsal)
- d. December 10, 2016 (Work Date – ceremony)

B. Spring 2017

- a. April 24, 2017 (Committee meeting)
- b. May 12, 2017 (Work date – venue preparation)
- c. May 12, 2017 (Work Date – rehearsal)
- d. May 13, 2017 (Work Date – ceremony)

II. Issues Addressed/Action Taken (Completed)

- A. **Graduate Photographs** - Ms. Crowley reported that a second photo opportunity would be added during the Fall 2016 ceremony (portrait after Graduate descends diploma stage).
- B. **Trauma Kits** – Emily Williamson will investigate the features and prices for Nursing Trauma Kits and order 3 kits to be used during Commencement Ceremonies to be used at the three nursing stations.
- C. **Regalia Guide** - Emily Williamson and Patti Roshto are working on a **revised** Regalia Guide that will show approved regalia.
- D. **Graduate and Faculty Dress** – Emily Williamson and Kelli Cole will draft Commencement Regalia Etiquette guidelines to be implemented for Fall 2017 Commencement.
- E. **AED's** – Emily Williamson will investigate features and prices for Artificial External Defibrillators and order 3 kits to be used during Commencement Ceremonies to be used at the three nursing stations.
- F. **Top Grad Medallions** – Kelli Cole will investigate availability and cost of ordering Top Grad Medallions with velcro closure. Emily Williamson will investigate the availability Of some type of black tray to display medallions on for distribution on stage for the

Fall 2017 ceremony.

G. ULM Police Department ceremony coordination – Emily Williamson will coordinate with Officer Jeremy Kent to meet and discuss police coverage and dealing with disturbances for the Fall 2017 Commencement Ceremony.

H. 2 Way Radios – Emily Williamson will contact Monroe Communications for a demonstration and quotes for 2-way radio communication for Commencement Ceremonies.

I. Isle Numbers – Emily Williamson will make additional laminated row Isle numbers to be placed on the center isle to make it easier for graduates to find where they sit and make it easier to locate graduates if we need to find them.

Respectfully Submitted,

Emily Williamson

Emily Williamson,

Commencement Co-Chair Floor Coordinator