2017-18 ULM Commencement Committee
End-of-Year Report
March 13, 2018

I. Committee Meetings and Work Dates

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

A. Fall 2017
   a. November 20, 2017 (Committee meeting)
   b. December 7, 2017 (Work date – venue preparation)
   c. December 8, 2017 (Work Date – rehearsal)
   d. December 9, 2017 (Work Date – ceremony)

B. Spring 2018
   a. April 23, 2018 (Committee meeting)
   b. May 11, 2018 (Work date – venue preparation)
   c. May 11, 2018 (Work Date – rehearsal)
   d. May 12, 2018 (Work Date – ceremony)

II. Issues Addressed/Action Taken (Completed)

A. Graduate and Faculty Dress – Commencement Regalia Etiquette for candidates and faculty was developed and used for Fall 2018.

Commencement Regalia Etiquette for Candidates

The University of Louisiana at Monroe Commencement Ceremony is a solemn occasion and graduation regalia stands for honor and academic achievement.

Men: Men graduates should wear dark trousers or khakis, dark socks, shoes, and a neatly pressed, light-colored dress shirt with dark tie underneath an academic gown. The cap is worn flat on the head. The gown should fall midway between the knee and ankle. Tassels are usually worn on the right side and shifted to the left when graduates receive their diplomas. Men should remove their caps during the school song and the National Anthem. Jeans, shorts, bare feet, flip-flops, slippers and tennis shoes are not acceptable. All graduates will arrive to the ceremony with their gowns unzipped so that the clothing underneath can be seen. The line marshals will instruct graduates when to zip their gowns.
Women: Women graduates should wear dark slacks, dress, or skirt, and a light-colored dress blouse with dark shoes. High heels are not recommended for reasons of safety and comfort. Flats are suggested because you will be going up and down steep steps to the lower concourse at a very fast pace and up and down steps on and off the stage. The cap is worn flat on the head. The gown should fall midway between the knee and ankle. Tassels are usually worn on the right side and shifted to the left when graduates receive their diplomas. Women are allowed to keep their caps on during the National Anthem. Jeans, shorts, bare feet, flip-flops, slippers and tennis shoes are not acceptable. All graduates will arrive to the ceremony with their gowns unzipped so that the clothing underneath can be seen. The line marshals will instruct graduates when to zip their gowns.

Commencement Regalia Etiquette for Faculty

The University of Louisiana at Monroe Commencement Ceremony is a solemn occasion and graduation regalia stands for honor and academic achievement.

Men: Male faculty should wear dark trousers or khakis, dark socks, shoes, and a neatly pressed, light-colored dress shirt with dark tie underneath an academic gown. The cap is worn flat on the head. The gown should fall midway between the knee and ankle. Tassels are worn on the left. Men should remove their caps during the school song and the National Anthem. Jeans, shorts, bare feet, flip-flops, slippers and tennis shoes are not acceptable. All faculty will arrive at the ceremony with their gowns unzipped so that the clothing underneath can be seen. The line marshals will instruct faculty when to zip their gowns as they take attendance.

Women: Female faculty should wear dark slacks, dress, or skirt, and a light-colored dress blouse with dark shoes. High heels are not recommended for reasons of safety and comfort. Flats are suggested because you will be going up and down steep steps to the lower concourse. The cap is worn flat on the head. The gown should fall midway between the knee and ankle. Tassels are worn on the left. Women are allowed to keep their caps on during the National Anthem. Jeans, shorts, bare feet, flip-flops, slippers and tennis shoes are not acceptable. All faculty will arrive at the ceremony with their gowns unzipped so that the clothing underneath can be seen. The line marshals will instruct faculty when to zip their gowns as they take attendance.
B. Update approved regalia list and provide for candidates on commencement website and Marshals.

**Approved Honors Regalia Spring 2018**

<table>
<thead>
<tr>
<th>Organization</th>
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<tbody>
<tr>
<td>URM Top Graduate</td>
<td>Medallion on maroon ribbon</td>
<td>Beta Alpha Phi</td>
<td>Honor Cord: Cardinal Red and Black</td>
<td>Kappa Mu Epsilon National Honor Society in Mathematics</td>
<td>Silver and rose-pink cords</td>
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<tr>
<td>URM Distinguished Graduates</td>
<td>Maroon and gold Dbl. tie honor cords</td>
<td>Beta Beta Beta (TriBeta) Honor Society for Ripple Majors</td>
<td>Red and Green Cords</td>
<td>Kappa Pi [Art]</td>
<td>Two separate, three turns spiral, two purple and one gold, with gold tassels.</td>
</tr>
<tr>
<td>URM Associate Degree Graduates</td>
<td>White and White Dbl. tie honor cords</td>
<td>Beta Gamma Sigma International Business Honor Society</td>
<td>Royal blue and gold ribbons</td>
<td>Lambda Pi Eta National Honor Society in Communication</td>
<td>Single-strand gold cords</td>
</tr>
<tr>
<td>Alpha Epsilon Delta National Premedical Honor Society</td>
<td>Red and purple knotted cords</td>
<td>Chi Sigma Iota [Creme]</td>
<td>Blue and White Double tie cords</td>
<td>Mortar Board</td>
<td>Medallions</td>
</tr>
<tr>
<td>Alpha Lambda Delta National Honor Society</td>
<td>Red, gold, and white honor cords</td>
<td>Delta Tau Alpha (Agriculture)</td>
<td>Green and gold honor cords</td>
<td>Mu Kappa Tau (Marketing)</td>
<td>Cosy: Dbl. royal blue Medalion; Royal blue Ribbon with gold medallion; Gold; Gold with royal blue embroidery</td>
</tr>
<tr>
<td>Alpha Pi Sigma The National Criminal Justice Honor Society</td>
<td>Blue and gold cords with gold woven Blue and Gold Ribbon with medallion; Dbl. and white</td>
<td>Kappa Delta Pi International Education Honor Society</td>
<td>Purple and green honor cords</td>
<td>National Society of Collegiate Scholars</td>
<td>Maroon and Gold Double tied cords; Gold stole</td>
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<tbody>
<tr>
<td>Psi Chi International Honor Society in Psychology</td>
<td>Platinum and Dark Blue</td>
<td>Pi Delta Phi (French)</td>
<td>Cords: Dbl. tie red, white and blue with solid blue tassel</td>
<td>Tau Omicron Chi Toxicology Honor Society</td>
<td>Green and blue cords</td>
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<tr>
<td>Phi Alpha Social Work Honor Society</td>
<td>Medallions</td>
<td>Rho Chi National Pharmacy Honor Society</td>
<td>Purple and white honor cords</td>
<td>Sunbelt Academic Honors Medallion</td>
<td>Blue Ribbon; Gold Medal; Sunbelt Logo</td>
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<tr>
<td>Phi Alpha Theta History Honor Society</td>
<td>Red and blue honor cords</td>
<td>Sigma Delta Pi National Honor Society</td>
<td>Red and yellow honor cords</td>
<td>Lambda Nu Rho Alpha Delta</td>
<td>Radiologic and Imaging Sciences</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Phi Epsilon Kappa Kinesiology Honor Society</td>
<td>Black and yellow cords; Officers have gold stoles</td>
<td>Sigma Lambda Chi International Honor Society for Construction</td>
<td>Green and gold cords</td>
<td>Upsilon Pi Epsilon International Honor Society for the Computing and Information Disciplines</td>
<td>Medallion maroon neck band, Dbl. white with gold logo &amp; lettering, Cords maroon &amp; white</td>
<td></td>
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</tr>
<tr>
<td>Phi Kappa Phi National Honor Society</td>
<td>Medallions on blue ribbons</td>
<td>Sigma Tau Delta International English Honor Society</td>
<td>Red and black cords</td>
<td>Sunbelt Athletes</td>
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C. Artificial External Defibulator – 2 AED’s are installed in the Coliseum. The third portable AED is located at the ULM Child Development Center and will be taken to the coliseum for commencement. I have notified Shane Dykes, JD Dunavant, and Jeremy Kent with UPD of their instillation and location. Shane said each department is responsible for inspections so I (Emily Williamson) will take care of the coliseum units that we have placed there.

D. Top Grad Medallions – Kelli Cole ordered medallions with Velcro closure. Emily Williamson painted a tray black and lined with velvet to display medallions on for distribution on stage. These were utilized for the Fall 2017 ceremony.

E. ULM Police Department ceremony coordination - Kelli and I (Emily Williamson) met with Jeremy Kent and Officer Tramble to determine officer placement for the ceremony. Emily Williamson conducted joined Officer Kent and Tramble to conduct a walkthrough of the coliseum. Officer Tramble, the event coordinator for UPD, called several time to fine tune specific for the event.

F. Isle Numbers – Emily Williamson made additional laminated row Isle numbers that were 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.

G. De-escalation Training - Jeremy Kent from UPD conducted a 30-minute training with the commencement committee on De-escalation and Conflict Resolution. Utilizing the attached hand out.

8 Steps toward Peaceful Conflict Resolution

Commencement committee members should be aware of how to de-escalate irritable and angry individuals during ceremonies. There are eight steps to peacefully resolving conflict, gaining control over the incident, and doing so without meeting more chaos.

When an individual becomes angry and irritable, their rational thinking process changes. Irrate individuals tend to utilize their own brain, which drives anger and aggression. Peaceful conflict resolution techniques can engage the individual’s frontal lobes of their brain to regulate impulse control and management of consequences.

Although there is no single solution or method to resolving every conflict, these eight steps should allow the commencement committee member to begin de-escalating the conflict and stabilizing the incident until an officer with ULM Police can come to the location, if needed. Always be mindful of safety and never physically engage someone that is angry!

1) Listen – As difficult as this may be for someone trained with giving directives, listening to someone’s complaint allows them a chance to vent appropriately as long as there is no threat to safety or security.

2) Acknowledge – Reassuring the not only that you understand what a person is meaning or feeling helps by validating their emotion. Acknowledgement occurs when the listener understands the emotions feeling to express while relating that acting out is not the solution.

3) Agree – Often when an individual is angry, there may be some truth in these reasons. Be careful not to validate these behaviors. Instead focus on agreeing with a purpose of finding an alternate solution.

4) Apology – Apology lets the individual know that you are empathetic. Never apologize for something you did not do. Instead, apologize to the individual about something that is legitimate to affirm that you are empathetic to their situation.

5) Clarification – Never assume that you know exactly what the individual is irritable about. Instead, ask for clarification. If you are irritable and hurtful, have them clarify what it is that they are irritable about. Asking for clarification shows that you are interested in their complaint. It also gives the individual a chance to clarify their message instead of just voicing or being acute.

6) Choices and Consequences – Presenting choices to an irritable individual allows for the definition of the conditions and consequence that are associated with the choice. When doing so, clearly explain that these are the choices that the individual must choose from.

7) Sequence Questions – These are designed to allow the individual to formulate answers and think logically. Have the individual describe the sequence of events that led them to this particular incident.

8) Suggestibility – Again, individuals are less likely to comply with orders or demands. If it is more advisable, and gain faster compliance, to “suggest” that the individual follow the desired task. Forming the desired in a question statement simply suggests that the individual do something instead of ordering them to do it.
H. **Two-way Radios** - Radios were rented and used to improve communication with UPD and marshals during the ceremony. Dr. Rob Hanser, a faculty member with law enforcement experience, served as the commencement committee’s communications liaison with the Univ. Police dispatcher in the communications room. Emily Williamson set up a laptop to live stream in the communications room for Dr. Hanser to view to provide extra eyes of the overall coliseum during the ceremony.

I. **Visiting Professors** - Visiting professors will not be included in the marching totals.

III. **Issues Addressed/Action Taken (Incomplete)**

   A. **Regalia Fines – In progress** - A Detail Code Request will be submitted after I confirm Accounting Data with Gail Parker

   B. **Additions to marching roster** - Request that appeal process establish cut off time for additions to march

Respectfully Submitted,

*Emily Williamson*
Emily Williamson,  
Commencement Co-Chair Floor Coordinator