

THE UNIVERSITY OF LOUISIANA AT MONROE
Commencement Committee Minutes
May 8, 2006

Members Present: M. Caldwell, J. Carr, K. Crowley (Chair), M. DeGennaro, F. Gibson, J. Goodman, R. Hudson, S. Jones, M. Michel, L. Reid, B. Smith, R. Stephenson, E. Williamson

Members Absent: C. Bailey (excused), C. Browder (excused), R. Brown (excused), S. Chaney (excused), R. Chardkoff (excused), D. Eichhorn (excused), L. Ellerman (excused), J. Ellington (excused), T. Hayes (excused), R. Keiser, J. McKeithen (excused), P. Melton, A. Picard, M. Ramsey (excused), S. Reid, C. Thamelng

The May 8, 2006, meeting of the Commencement Committee, held in the Arts and Sciences Conference Room, was called to order at 3:04 p.m. by Committee Chair Karen Crowley. The meeting was comprised of the following agenda items:

1. Welcome

Committee Chair Karen Crowley welcomed members of the committee and thanked them for their attendance after ensuring that each member present had a copy of preparatory materials for the 2006 Spring Commencement.

2. Approval of Minutes

The minutes of the December 6, 2005, Commencement Committee meeting were reviewed and approved (motion made by Linda Reid, seconded by Mary Caldwell).

3. Introduction of Members

Since no newly-appointed members were present, no formal introductions were made.

4. Overview of 2006 Spring Commencement

Ms. Crowley made the following remarks about the 2006 Spring Commencement:

- As of this date, we will be awarding 707 degrees to 700 students; however, we can expect those numbers to drop when we begin mark off those who did not meet degree requirements. To date, we have three (3) Honors Program graduates, 74 students receiving the Pharm.D., one (1) receiving the Ed.D., and five (5) receiving the Ph.D.
- 2006 Spring graduates will receive commemorative diplomas marking the institution's 75th anniversary.
- Dr. Francis Thompson, State Representative, will deliver the commencement address.
- The master script for the ceremony will be altered to include the announcer's remarks, thereby rendering the script an all-inclusive one.

On behalf of the Committee's members, Ms. Crowley expressed appreciation to Dr. Andy Goodman for his contributions to the Committee as he participates in his last Commencement at ULM. Those present joined in wishing him well as he departs the University.

5. Review of Rehearsal and Ceremony Instructions

Committee Co-Chair Emily Williamson distributed and reviewed the written marching and commencement instructions with the committee, clarifying the correct way to interpret the traffic flow on the diagram entitled "2006 Spring Commencement - Candidates Line-Up Formation." She also pointed out that the diagram now has Committee members' names placed at their sites of service in the Coliseum.

There was also general agreement that marshals should spend extra time during rehearsal working with candidates on the timing of their movements leading up to the processional. The consensus was to use timers and/or walkie-talkies to aid in that process.


Linda Reid responded to Ms. Williamson's request for a volunteer to assist Donna Eichhorn in posting signs in the Coliseum on Thursday, May 18.

6. Miscellaneous Topics

- Ms. Crowley asked committee members for feedback on an ongoing basis in order to continue improving Commencement.
- Marge Michel, Student Health Clinic Manager, will be the nurse on duty for this commencement.
- After discussion about how quickly candidates are required to move to get in position for the processional, all agreed that Ms. Crowley should speak at rehearsal to the female candidates about wearing low-heeled shoes.
- Ms. Williamson noted that the faculty marching roster has been sent.
- More chairs are needed for physically-challenged guests. Ms. Williamson will include this in the setup request.

- Ms. Crowley and Ms. Williamson provided their mobile phone numbers for emergencies.
- Dr. Stephenson commented that the walkie-talkies were a good addition.
- Dr. Gibson remarked that the kits which contained bobby pins and other items were helpful.
- Ms. Williamson will secure more extra mortar boards from the Bookstore for future ceremonies.
- Marshals must be vigilant in checking the tops of the mortar boards for writing and lettering.
- Ms. Michel suggested special seating for the top graduate's family, which will be considered.
- Ms. Caldwell stated that she needs a table set up for the Pharm.D. hoods, which Ms. Williamson will address.

There being no further business, the meeting was adjourned at 3:35 p.m.



Karen A. Crowley, Chair
Associate University Registrar
8 May 2006