Present: Dan Taylor (Acting Chair), Bill Stringer for Jerry Allen, Roger Avery, Sumeet Bagai, Bud Brown, Deborah Cook, Robyn Daniel, Jerry Gibson, Larry Hincker, Brad Klein, Vinod Lohani, Kim O'Rourke, Lyndell Price, Dixie Reaves, Diane Zahm, Audrey Zink-Sharp for Dean Stauffer

Absent: Myrna Callison, Lay Nam Chang, Ellington Graves, Bill Green, Ed Henneke, Brian James

Guests: Susan Angle, Wendy Conner, Hunter Gresham, Dave McKee, Mary Roop

Taylor, acting Chairman due to Henneke's absence, called the meeting to order at 12:15 p.m.

Approval of Minutes
Zahm moved that the minutes for the October 6, 2004 meeting be approved as written. With a second from Gibson the minutes were approved unanimously.

Academic Apparel
Murray announced that the University Bookstore has started selling commencement apparel based on last year’s recommendations. This will make it difficult to recommend alternative colors unless the committee has already met and made its decisions. Zahm announced that the College of Architecture, whose color has been purple since 1964, will continue to wear purple. Zahm has notified the bookstore of that decision. The only exception will be that Master of Public Administration recipients will wear peacock blue.

Avery relayed a request by Dean DePauw that the committee consider excusing graduate students from wearing only one accoutrement. For example, it’s common for graduate students to wear a country sash as well as an honor sash.

Reaves then made the request that the committee allow undergraduates to wear the honor sash as well as one other accoutrement of his/her choice.

Zahm moved to accept the American Council on Education’s American Academic Costume Code and Academic Ceremony Guide standards with the exception that Architecture wear purple. Avery seconded the motion, which was approved unanimously. It was noted that at the last meeting the motion to allow associate degree candidates to wear black gowns instead of gray gowns was approved.

Reaves moved to allow qualifying undergraduates to wear the GPA honor sash awarded by his/her college as well as one other accoutrement of their choice. Brown seconded the motion, which was approved unanimously. It was noted that the following guidelines were approved at the last meeting: (1) graduating members of the Corps will wear academic regalia (not uniforms); the cadet assisting on stage will wear the Corps uniform; and (3) associate degree candidates will wear black gowns (instead of gray).

At this time, O'Rourke informed the group that the Alumni Association continues to develop a commencement gown. It will be necessary for the committee to ascertain that color criteria and other standards are met. It was decided that the committee should act on this issue separately.
Planning for Fall Commencement Ceremony
After an inquiry from Price, it was announced that commencement rehearsal will be held on Thursday, December 16, at 4:00pm.

Regarding disability issues, Roop announced that she and her staff have spoken with the dean of each college and have acquired a contact name and phone number for each. The contact information will be posted on the main website.

Murray reminded the group that the photographer will set up for portrait sittings in the Bowman Room of Jamerson Athletic Center on Thursday, December 16, from 10am until 3pm. Any graduate – undergraduate, Master’s or PhD – is eligible to have his/her photo taken. Graduates may wear all honor cords, sashes, stoles or other embellishment of choice. Backdrop for the photos will include the United States flag and the Virginia Tech flag (no college banners). Fliers about the photo session have been given to the University Bookstore for distribution at the campus bookstore, Volume Two Bookstore and at the Senior Moving On event. The commencement website has now been updated and commencement fliers have been mailed.

Planning for Spring Commencement Ceremony
Lohani requested a confirmation that the College of Engineering would have the earliest time slot at the coliseum for the college’s spring 2005 Commencement ceremony. It was confirmed that the Pamplin College of Business and the College of Engineering would alternate, therefore meaning that the College of Engineering will be first in the spring.

Regarding discussion at previous meetings, Gibson announced that Dairy Club representatives have agreed to provide plastic lids on milkshakes sold at the spring commencement.

With no other business, the meeting adjourned at 12:40 p.m.