Commencement Committee Meeting Minutes
Wednesday, December 1, 2004
12:15 p.m.
President’s Boardroom, 210 Burruss Hall

Present: Ed Henneke, Bill Stringer for Jerry Allen, Roger Avery, Bud Brown, Myrna Callison, Lay Nam Chang, Deborah Cook, Robyn Daniel, Bill Green, Larry Hincker, Brian James, Brad Klein, Vinod Lohani, Kim O’Rourke, Lyndell Price, Dan Taylor

Absent: Sumeet Bagai, Jerry Gibson, Ellington Graves, Dixie Reaves, Dean Stauffer, Diane Zahm

Guests: Susan Angle, Wendy Conner, Penny Cook, Wendell Flinchum, Hunter Gresham, Vince Houston, Richard McCoy, April Myers, Jennie Reilly

Dr. Henneke called the meeting to order at 12:15 p.m.

Approval of Minutes
Taylor and Avery will rewrite the verbiage on the graduate/undergraduate apparel from the November 3, 2004 meeting minutes. The minutes will then be distributed at a later date via e-mail for approval.

Planning for Fall Commencement Ceremony
Henneke questioned if there are any problems thus far and Brown mentioned there is a need to encourage faculty participation.

Dean Chang questioned why there isn’t a day between the last day of exams and Commencement. Brown then mentioned that he administers an exam on the last day which could determine whether or not certain students graduate. It was suggested that the additional day is not necessary because diplomas are not handed out during the Fall Commencement ceremony (as they are during the spring ceremonies) and the registrar’s office doesn’t need the additional day to determine whether or not a student will complete the requirements to graduate.

After an inquiry from Henneke it was determined that there are not any issues with parking. The designated parking areas for the stage party will be the tennis court parking lot. There will also be parking in the coliseum parking, but there will be assigned spaces for special needs parking. Cook indicated the orange parking pass will work for both lots.

Regarding issues with assisted listening devices it was determined that information is listed on the Commencement website and the Commencement brochure to contact the Services for Students with Disabilities Office for any need of special equipment. Angle stated that in the past there has not been a request for assisted listening devices due to the sound systems being so advanced.

Henneke announced that the College of Engineering would like to record the Fall Commencement ceremony at their expense as a trial run in order to practice for the Spring Commencement ceremony. Hincker stated that if the college wants to handle this he feels it is a great idea.
Daniel questioned if the speakers were in order. O'Rourke confirmed that the speakers are set and a script is being drafted for the ceremony.

Daniel asked if honor sashes were obtained from the colleges and it was determined that honor sashes can be obtained from the bookstore where a list of honor graduates has been sent.

After an inquiry from Daniel it was announced that all participants in the ceremony will wear regalia with the exception of the Corps members on stage.

At this time O'Rourke confirmed that there will be a luncheon between ceremonies for the stage party in the Bowman Room.

Henneke confirmed that the rehearsal will be on Thursday, December 16, 2004 at 4:00 p.m.

Price questioned how many students will be graduating in order to prepare the correct number of chairs for the ceremony. Margie Murray had given him an approximate number of 900 undergraduates but he will need a more accurate number.

Henneke stated that the closing speech given by a class officer should be short. He also mentioned that there are no requirements as to which side tassels are to be worn on according to the American Council on Education's American Academic Costume Code and Academic Ceremony Guide standards.

Henneke announced that the next meeting will be the 1st Wednesday in February.

With no other business Brown moved to adjourn at 12:40 p.m.

[Note: A special meeting has been called for January 12, 2005]