COMMENCEMENT COMMITTEE MEETING MINUTES
Wednesday, December 3, 2003
12:15 p.m.
President's Boardroom, 210 Burruss Hall

Present: Ed Henneke, Bill Stringer for Jerry Allen, Bud Brown, Theresa Cassino, Deborah Cook, John Beach for Bill Elvey, Pat Goodrich, Larry Hincker, Brad Klein, Vinod Lohani, Kim O'Rourke, Dixie Reaves, Nicole Reynolds, Sherry Schofield-Tomschin, Rich Sorensen, Dan Taylor

Absent: Robyn Daniel, Jerry Gibson, Bill Green, Brian James, Dean Stauffer, Diane Zahm

Guests: Susan Angle, Wendell Flinchum, Dave McKee, Margie Murray, Lyndell Price

Chairman Henneke called the meeting to order at 12:17 p.m.

Approval of Minutes
With a motion from O'Rourke, and a second from Sorensen, the minutes were approved as written.

Rehearsal
Henneke announced that rehearsal would be held on Thursday, December 18 at 4:00 p.m. in Cassell Coliseum.

Announcements
At the December 5 meeting of the Commission on Faculty Affairs, Dr. Henneke will speak on behalf of the Commencement Committee in favor of continuing the handing out of diplomas at Spring Commencement.

Final Planning for Fall Commencement
It was announced that the membership agreed not to videotape the University Undergraduate Ceremony and that the Virginia Tech Bookstore could prepare an online form to see if students would be interested in purchasing a copy of the ceremony in the future. Goodrich announced that the Graduate School would videotape its ceremony. However, each ceremony would be broadcast on closed circuit television locally.

Henneke will send a note to faculty urging their participation in Commencement ceremonies.

It was requested that the college readers pace themselves during the reading of names so that there would not become a backlog of students going off the stage to have their photos taken.

Taylor asked if the concessions would be open in Cassell Coliseum during each ceremony. Plans were to have concessions open all day.

Angle announced that the accessibility web site is up and running.

Goodrich indicated that the diploma covers would need to be delivered to the coliseum around 1:30 p.m., but John Beach indicated that they could be delivered earlier and secured for the afternoon ceremony.

Beach indicated that the programs would be picked up on Thursday between 12 and 1 p.m. Approximately 1 program per student would be placed in the gyms, and all additional programs would be placed in the ambulatories for guests.

Approximately 960 chairs would be set on the coliseum floor for the undergraduate ceremony.

Flinchum noted that there would be a table designated for emergencies in the ambulatory so that ushers, etc. would know where to go with problems should they arise.

With no further items, the meeting adjourned at 12:32 p.m.
SPRING COMMENCEMENT 2004 SURVEY

CONFIRMATION OF LOCATION AND TIMES FOR COLLEGE and/or DEPARTMENTAL CEREMONIES

College: ____________________________

Department: ____________________________

List department only if a separate ceremony will be held from the main college ceremony.

Contact Name: ____________________________

Phone # & Email: ____________________________

Has your college or department reserved space for spring graduation?  ____

If so, please provide the location and time for your ceremony.

It is very important that this information be accurate for inclusion in the commencement brochure, program and website.

Do you need assistance in finding a larger or smaller facility to hold your ceremony due to reorganization?  ____

Please estimate the number of students you expect to participate.  ____

This can be a rough estimate from prior years.

To help us evaluate current and future needs, please estimate the numbers in audience you generally expect.  ____

Do you plan to hold a reception after your ceremony?  ____

If so, where and when will the reception be held?  ____________________________

Please print this form, complete the requested information and return it to Margie Murray, 219 Burruss Hall, 0116. You may also fax the information to 231-2337.

If you have any questions, please contact Margie at 231-5637.

Thank you. We appreciate your immediate response.