

## Commencement Committee Meeting Agenda

Monday, February 26, 2018 at 2-3pm  
Florida Room (room 2230), O'Connell Center

### ATTENDANCE

**Attendees:** Ronald Spitznagel (chair); Kelsey Abbey; Florida Bridgewater-Alford; Jeremy Cynkar (*sitting in for Lynda Reinhart*); M. Harry Daniels; Janice Douglas; Bruce Goldberger; Gurleen Kauer; Stephanie McBride; Stephen Pritz; F. Leslie Smith; Donna Stricker; Kjerstin Terry; Hans van Oostrom; Katherine Vogel-Anderson; Katherine Williams

**Unable to attend:** John Banko; Melissa Johnson; Abby Kaufmann;Carolynn Komanski; Debra Krawczykewics; Angela Lindner; Ryan Morejon; Lynda Reinhart; Michael Russel

### ITEMS FOR THIS MEETING

#### Determine times for summer 2018 commencements

It was determined we will keep the same schedule as the summer of 2017\*

#### Determine times for fall 2018 commencements

Based on the capacity of the O'Connell center being reached in the O'Connell Center in the fall of 2017, it was determined a 4<sup>th</sup> ceremony was to be added to this fall's roster. This is to be done in the form of a master's degree ceremony on Friday.\*

#### Determine times for the spring 2019 commencement ceremonies

The same schedule for the spring of 2018 will be kept for spring of 2019, based on the regalia order numbers of 2017, with the exception of the division of the College of Liberal Arts and Sciences. Upon further study of the graduation numbers of each major, it was determined that the college needed to be re-divided so the graduates were more evenly distributed between morning and afternoon.\*

\* See attachment "2018-19 commencement sched proposal for president" ...all schedules are subject to change, pending Dr. Fuchs' approval.

It was discussed that, prior to determining the ceremony dates for the *Herbert Wertheim College of Engineering (HW ENG)* and the *College of Agricultural and Life Sciences (CALs)*, one to take place on Saturday, May 4 at 7pm and one to take place on Sunday, May 5 at 7pm, we should find out if one is a preferable time slot and, if so, ensure it is being shared equally between the two colleges. CALS has been in the Saturday evening slot for the past two years; ENG taking the Sunday evening slot for the past two years.

**ACTION ITEM:** Steph McBride will reach out to Elaine Turner from CALS and Curtis Taylor from HW ENG to find out their preferences for Sat. vs. Sun. evening ceremonies.

**ACTION ITEM:** After determining which evening CALS and HW should be placed in, Steph McBride will submit the proposed 2018-19 schedule to President Fuchs.

#### Undergrad Walk Out-of-Term (WOOT) Research

After our last meeting, Steph asked the Colleges for information concerning how many undergrads are being permitted to walk out-of-term. This is for the purposes of understanding ceremony participation numbers. This inquiry led to the discovery that Colleges, as a general rule, do not track these allowances.

A motion was made and carried to require Colleges to copy Steph McBride on WOOTs in an effort to more clearly understand how this process works per-college and gauge how often this is permitted.

**ACTION ITEM:** Steph McBride will draft a policy for undergrad WOOT sharing, then share it with the committee. Once the committee has approved it, it will be submitted to the Provost for review and approval.

#### **OTHER UPDATES AND DISCUSSIONS**

##### Hooder/Escort Policy

It was announced that the hooder/escort policy we worked on beginning in the fall of 2017 was approved by the Provost with no changes made. A copy was passed out to all attendees.

A copy of this has been added to this committee's webpage in FORA for public view.

##### Student Participation Data

Using regalia orders (from the bookstore), actual graduation numbers (from the Registrar's Office) and the actual walkers' numbers (from the photographers, we will begin to use actual data to understand and predict trends in participation to help us plan and prepare for our ceremonies. We are currently looking at the last three years, but will use this as a place to build from.

##### Commencement Committee Members at Commencement

It was noted that part of being on this committee is that members are permitted to serve at commencement as a marshal, regardless of the affiliation with the University (staff, faculty, student). If interested, contact Steph McBride.