

**Commencement Committee Meeting Minutes**  
**January 22, 2019 at 2pm in the President's Office Conference Room**

Call to order at 2:04pm

**In Attendance:** Florida Bridgewater-Alford, Janice Douglas, Bruce Goldberger, Jacob Gottsegen, Melissa Johnson, Gillian Lord, Stephanie McBride, Hannah Messenger, Steve Pritz, Lynda Reinhart, Kjerstin Terry, Kathryn Williams, Zhonglin Mou, Timothy Garrett, Shane Van Deree,Carolynn Komanski, Jaclyn Wright

**Unable to Attend:** Hans van Oostrom, Camila Carillo, Danielle Grosse, Angela Lindner, Katie Vogel Anderson

Note: Due to the absence of the Chair van Oostrom, Bruce Goldberger, Associate Chief Marshal for Platform Operations served as chair for this meeting.

**Welcome.**

1. Welcome new members
2. Identify the changes made to the membership terms

DISCUSSION POINTS

- Changes to the language of “life time member” to “ex officio” to ensure both members and those outside the committee understand that all memberships are terminal, but some are more long term due to their specific positions.
- Many terms expire in 2019, defined as at the end of the fiscal year. At this time, the opportunity to renew a term does exist, but some will expire.
- Generally, appointed faculty and staff are on the committee for a 3 year term; appointed students are on the committee for a 1 year term.
- **ACTION ITEM:** The committee voted that a list of departments/areas should be identified and reviewed by the committee that should have a continued presence on the committee to ensure that a well-rounded perspective was being considered as decisions were made. The deadline for this was Feb. 15<sup>th</sup>. Once the committee was satisfied with the list, it will be presented to the Provost for approval.

**What is this committee- its charges and responsibilities?**

1. Examine and review the present commencement procedures and make recommendations for future commencements.
2. Make suggestions regarding the number and kind of commencements.
3. Examine the budgetary implications of any suggested changes in commencement.
4. Determine what might be done to make commencement more meaningful and significant.
5. Serve as an executive committee in implementing the ceremonial plans pertaining to all official convocations of the University.
6. Assure arrangements have been made to inform the faculty regarding an official event.
7. Serve as directing marshals for lining up of candidates, faculty, platform guests, and directing the line of march.

DISCUSSION POINTS

- *Commencement Committee*- a long term committee with a rotating membership that makes determinations about logistics and protocol vs. *Commencement Taskforce*- a one year task force looking into the experience and inclusivity of commencement.

- Anyone on this committee can serve at commencement in a more involved capacity, such as being a marshal, regardless of their status (staff, student, faculty) and should contact Steph McBride if interested.

### **Determine August ceremony times**

Dates are as follows: August 9 and 10

Note that August 2018 times were as follows:

- Doctoral on Friday at 4pm; (commencement dinner at 6pm)
- University Wide Master & Bachelor on Saturday at 10am

#### DISCUSSION POINTS

- Voted to maintain the same schedule as Summer 2018.
- **ACTION ITEM:** At the earliest opportunity, Steph McBride will present to President Fuchs for final approval.

### **Determine December ceremony times**

Dates are as follows: December 13-15

*(see proposed options- OPTION 1: doc ceremony w/ 3 MSB ceremonies, doc ceremony w/ 2 MSB ceremonies)*

#### DISCUSSION POINTS

- After soliciting feedback from several sources and reviewing the mathematical data, there is a high probability (to be determined by the end of the month) that we are going back to the old model for the Fall 2019, so we are determining the schedule for Fall 2019 as though we are going to the old model.
- Committee reviewed two options- The first required a total of 4 ceremonies, but allowed for shorter ceremonies, unlimited seating, no concerns of crowding or seating shortages and easier parking; The second allowed for a total of only 3 ceremonies, making the arena fuller in each one, cutting down on time, resources and expense and making us closer to a university-wide wide experience. After much discussion, the committee decided to recommend the first option...a total of 4 ceremonies (1 doctoral, 3 master/bachelor).
- **ACTION ITEM:** At the earliest opportunity, Steph McBride will present to President Fuchs for final approval.

Handouts:

- Agenda
- Table: regalia orders vs. walkers vs. graduates
- Table: Membership list
- Fall 2019 Commencement Ceremony Option 1 vs Option 2 outline

Adjourn: 2:55pm