

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

- Welcome.
 1. Welcome new members
 2. Identify the changes made to the membership terms
(see membership list)

- 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.

- 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

- Determine December ceremony times
Dates are as follows: December 13-15
(see proposed options)