

University Commencement Committee Meeting Minutes

March 2, 2022

12:00PM

Zoom

Attending: Diane Zahm (chair), Janice Austin, Eric Kaufman, Danielle Panico, Paul Deck, Kim O'Rourke, Jennifer Cleveland, Margaret Deck, Danesh Tafti, Sydney Kinstler, Anthony Watson, Keresh Afsari, Amie Pendleton

Invited Guests: Laura Wedin, Tom Gallemore, Kelly McCann, Deanna Harman, Alex Garner, Joseph Cooley, Abby Carlson, Dennis Robage, Johnathan Watkinson

Diane Zahm called the meeting to order at 12:02 pm.

Commencement Overview Meeting Review

A meeting was held recently for the college ceremony representatives to provide information regarding university commencement plans and college ceremonies instructions. The meeting included a reminder to submit the College Ceremonies Information Sheet before April 30th. Representatives were reminded to develop a weather delay script as college ceremonies will be held rain or shine.

Following the meeting requests have been made for the layout of Lane Stadium for college ceremonies. This information will be shared once approved.

Some college ceremonies requested the extra seating on the floor be taped. Facilities can rope off extra seating areas for college ceremonies if they know the estimated number of seats needed for students.

An internal FAQ document for colleges is being put together. This will provide additional answers about the college ceremonies. The document will be updated as additional questions and answers arise.

Concerns were voiced from those in attendance regarding college ceremonies knowing what accommodations are needed for students and guests. Requests will be listed in a document by ADA and SSD. Colleges will have access to see what accommodations are needed. Currently the only request is for sign language interpreters. The cost for interpreters at college ceremonies will be covered by the Commencement budget.

Faculty Volunteers

Faculty volunteers will be needed at college ceremonies. Colleges should have 8-10 volunteers at their ceremonies. Volunteer information should be included on the College Ceremonies Information Sheet. College ceremonies may need additional volunteers if they are handing out programs.

Some faculty volunteers will be necessary to serve as marshals and ushers for the University ceremony. Diane is putting together the number of necessary faculty volunteers and will reach out shortly.

The Graduate School ceremony will require faculty volunteers as well. Janice will let Diane know how many they will require.

Spring Commencement Information

The order of program can be displayed on the Jumbotron, if files are supplied to production services. The order of program can be projected on one screen and the speaker on the other. Kelly will be checking if a split screen can be done to show rolling program and university provided images.

University materials will be available for college ceremonies.

College ceremonies previously done at the coliseum will have the same responsibilities as they have had in the past.

A suggestion was made to hold a debriefing specifically for college ceremonies afterwards to know what worked and what didn't work to assist in planning next year. There is typically a call for debriefing notes after commencement.

A suggestion was made for the commencement website to have information regarding no printed program at ceremonies. This should include information about the QR code and how to use a QR code. Website should also include information regarding concession stands opening/offerings, and a factory sealed water bottle allowed.

In response to questions raised at the last meeting regarding the last student speaker, the committee is looking into modifying the speaker list so the President may come on after and give the final closing. This would change the script to have the closing after the last student speaker. Previously, the last student speaker was supposed to be a moment of honor. The script, and modification to speaking order, are being sent for approval.

The announcement regarding mark requirements will be made close to the event date. All ceremonies must follow current state and local guidelines at time of ceremony.

The name of the University commencement speaker is not currently confirmed. Typically during election year the new governor will speak at the University Commencement. Final confirmation is in the works.

Graduate School will have 3 graduate students speak for 90 seconds each instead of a keynote speaker.

Name card process is as follows: Graduate School will have name cards preprinted for students and will have students walk forward. University students will not process, but will stand up by college for recognition. College ceremonies are based by what the college chooses. Colleges that choose to read names will have cards and pencils provided. Inform Kelly McCann if reading names and cards will be provided.

Adjournment

With no further committee business, the meeting was adjourned at 12:22 p.m.

Future Meeting Date

Wednesday, April 6th, 2022 at Noon