Commencement Team Meeting Minutes  
January 31, 2012

Attending: Micky Autrey, Amy Beck, Chandra Bilson, Karl Boysen, Sara Boysen, JD Dixon, Glenda Jurek-Rahe, Kim May, Brad McAllister, Kristin McDaniel, Ralph Meyer, Elizabeth Mock, Yvette Morales, Dolores Reyes-Pergioudakis, Ashley Ransom, Adam Rodriguez, Dan Schumacher, Becky Swindal

Fall 2011 Incidents

- UPD reported that there were five medical emergencies over the two-day period, some related to falls. **AI:** The emergency/safety subgroup will determine if any action is necessary.

- The Graduate College reported that they have seen an increase in the number of masters students that are purchasing the bachelors gown. Also, they are buying the wrong hood color. **AI:** JD will follow up with Lauren Williams at the University Bookstore. **AI:** Kristin will look at the Commencement Website to see if there is a place to display hood colors.

- The Graduate College has requested additional tables for their setup. The new set up will include two check-in tables and one table for graduate students to sign reader cards.

- The issue of late candidates was brought up to the Team. It was agreed that all advising centers and the Graduate College remain approximately 15-20 minutes after the start of the ceremony to assist late candidates.
  - Candidates arriving late with no gown can purchase one from the Bookstore or borrow one from the Advising Center or Graduate College (if one is available). Rental through the Bookstore, on site, is not available. Candidates are required to wear, at very minimum, a black gown.
  - Candidates that arrive late, after the staff have left, are usually directed to the floor of the Coliseum by ushers or UPD. Curriculum Services staff will provide that student with a blank reader card to fill out. The student will then be placed at the very end of the line of candidates.

- EMS should be notified that they have a table to sit at during the ceremonies. **AI:** Kristin will include this and the location of the table as part of their email request each semester.

- Graduates are encouraged to wear only stoles and cords from official university organizations that are registered with CASO. This statement is posted on the commencement website. However, If a student arrives at the ceremony with unapproved cords, stoles, flower leis, etc. they will not be asked to remove them.

- Advisors reported that there were many visitors in the gyms that were looking for their candidates, delivering flower leis, etc.
  - Gary Job Corps or officers stationed near the gyms help monitor for those who should not be in the gym. Advisors and event staff can make them aware of people that should be asked to leave.
  - **AI:** Kristin will contact CASO regarding the incident with flower leis. Flower leis are not permitted at the ceremony, and therefore should not be hand delivered to the candidates in the gym.
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- In order to help officers and cadets identify those that belong in the gym, all staff working the ceremonies should wear a name tag. The most recognizable name tag at the university is the rectangular gold tag with maroon letters. **AI:** Kristin will be sure to remind the Team prior to the ceremonies.

**Commencement Purchases**

- An announcement was made that there will be a committee formed to review the current Strahan sound system and propose upgrades. New equipment will either be rented or purchased in time for May commencement.
- **AI:** Members of the Communication Subgroup will meet soon to choose table signs for the check-in tables at commencement. A recommendation was made to have a stand up sign behind the table with the college name in addition to table top signs to display ranges such as A-D or other messages.
- The college banners behind the stage will be replaced with either new banners or a university flag or seal.

**Graduation Application**

- The .net graduation application has been updated so that there is not a need for candidates to fill out both the banner and .net applications.
- The .net application will feed information into the appropriate forms in Banner.
- The application has been tested briefly, and it seems to be functioning well. However, there is a possibility with some students that the application could be pulling inaccurate curricula from SGASTDN from prior terms. Advisors and the Graduate College should monitor their applications to be sure. If students have a future graduate record, their undergraduate application could accidentally be classified with the graduate applications.
- If curricula changes are necessary, Karl recommends making the change to the SHADEGR record.
- The application will be made available on February 1st. Testing will resume though the application is live.
- The application deadline is set for March 9th.
- **AI:** Facebook and Twitter announcements will be made letting the students know that the application is available.

**Graduation Exit Survey**

- The Graduation Exit Survey contains questions regarding a student’s experience at the University from admission, coursework, professors, advising, etc.
- In the past, a link was provided at the bottom of the graduation application and the results could be gathered as a whole or by college or major.
- The link to the survey will not be included as part of the graduation application. The link is temporarily being housed on the Commencement Website.
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- Questions were raised as to “who owns the application?” and “who uses the data”? Apparently some offices use the results for their learning outcomes. Other questions are reported by Institutional Research to Enrollment Management and Marketing.
- Could the application be emailed out to the graduating candidates by Institutional Research? Could it be mailed out by the Advisors/Graduate College?
- Programming behind the application needs to be updated so that the information can be sorted by the new Banner Codes (major, program, etc.).

Commencement Team Subgroups

- Commencement Team Subgroups were created to help address specific issues and concerns that were brought up at the Team meetings.
- Subgroups include: Communication, Transportation, Emergency/Safety and Survey.
- The Team was asked to review the roster and resign from or join these subgroups.
- A new subgroup was proposed to the Team at this meeting: Graduation Application Subgroup.
  - This group will handle maintenance of the application each semester, draft and publish graduation application procedures/processes, and review any future requests for changes and additions to the application.
  - Subgroup Members should include any department/office that is directly involved in the application calendar and deadlines or use the information gathered from the application questions. Members could include: Advisors, Graduate College, Registrar, Alumni Association, and Dan Schumacher (Name Reader)
  - **AI:** Kim will set the first meeting with those that volunteered at the Team meeting.

Reader Cards

- In fall 2011, the Reader reported that many students scratched through their names or honors on the reader card and wrote in new information. This caused a delay in the ceremony and took away from the Readers main job, which is name accuracy and pronunciation.
- Giving the student access to pencils and pens to fill out their commencement photograph mailing address is also giving them an opportunity to make changes to their name and honors.
- The advisors reported having to make some manual changes to the card at the ceremony to correct honors.
- **AI:** The Cognos report needs to be tested for accuracy of honors calculation for reader cards.
- One indication of honors is a red dot in the corner of the card.
- A Cognos report is available that produces a list of names for the reader cards. Dan could possibly download this list himself, at a specified time of the semester. At this time, the advisors will continue sending him their individual lists but Dan can see
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how the list is pulled and determine if this is something that he would like to handle in the future.

• **AI:** The Curriculum Office will ask the photography vendor why filling out the back of the card is important.

**Miscellaneous**

• The Academic Calendar for Fall 2012 has been changed. Now, commencement will be held one week earlier on Friday and Saturday, December 14 and 15. Since finals will be occurring that Friday, the first ceremony will be at 6 p.m. on Friday with three on Saturday at 10 a.m., 2 p.m. and 6 p.m.

• Lanita is concerned about finding enough volunteers for ushers at spring commencement. **AI:** Follow up with Lanita and AVPAA Office.

• Dr. Galloway will be the Reader’s Assistant for all ceremonies. The duties of the assistant are to be sure to pace the ceremony. Keeping one assistant throughout all ceremonies ensures accuracy and consistency.

• UPD and Lanita mentioned that handicapped seating has been filling up at each ceremony. They are forced to find other areas to seat those in wheelchairs.
  
  o Micky mentioned that there is a project on hold to blast out the concrete and remove seats in between sections C and D to match J and K. There were structural concerns that are still being addressed. **AI:** Contact Athletics for an update.

• Just a reminder that we have audio streaming of the ceremonies on KTSW. This can be accessed using a mobile device, standard radio, or internet radio.

• Streaming through the web and TV is still under consideration with IT.

**AI = Action Item**