Commencement Team Meeting Minutes
9/18/2012

Attending: Kristin McDaniel, Charles Evers, Michelle Ricks, Paul Hamilton, Sara Boysen, Teresa Quinn, Glenda Jurek-Rahe, Debra Sowards, Elizabeth Mock, Joya Konieczny, Bethany Mellum, Kim May, Lanita Legan, Dan Schumacher, Dough Haake, Amy Beck, Joe Richmond, Roy Serrano, Adam Alonzo, Yvette Morales

Candidate Gyms
- Kristin will be making new diagrams to help with setup of the gyms, to be sure that the right number of tables and signs are setup.

Commencement Program and Reader Cards
- Manual checking of honors in the program will be necessary again this fall. The honors script that will identify and correct errors is still being developed. Detailed instructions will be sent with the program on how to identify errors with honors designations.
- Accent marks can be added to the commencement program using a Manual Edit Request.

Candidate Attendance
- Summer attendance continues to steadily decline. We may see an increase in the count with the new participant policy.

Student Survey
- Candidates continue to leave comments on the survey about the key speaker. To help candidates and guests understand the process for selecting key speakers, a FAQ was added to the commencement website.
- Key speaker invitations for fall are pending, and if a speaker is selected, an announcement will be emailed to the team.

Miscellaneous
- Stroller checks in attendants need to be in place earlier.
- Commencement staff will monitor crowd and candidate noise during the fall semester to see if additional announcements need to be made beforehand regarding talking during the ceremony.
- Subgroups will meet as necessary over the fall semester to address outstanding issues.