Commencement Team Meeting Minutes – February 3, 2011


Issues from fall 2010 commencement

- only 2 or 3 Gary Job Corps could work due to Christmas Break
- all ceremonies were well attended. May look into moving to 5 ceremonies within the next year or two
- per UPD, the maximum candidate count preferable per ceremony is 500-750. More than 650-750 and the crowds are too large.

Spring 2011

- Suggestion to add a 2nd row to each handicapped area
- UPD may still have OT issues even with ceremonies during the day because they bring in outside help (San Marcos, Hays County, etc.)
- Steve Wilson expressed concern for the second Liberal Arts ceremony that includes only the departments of geography and political science
  - want to make sure students and faculty don’t feel “separated” from other Liberal Arts students
- Becky from Applied Arts expressed a leveling out of student’s applying for graduation due to the 120 hour rule
- A Safety Workshop will be planned for April and May
- The metal table signs will be used again for May. Hope to have permanent banners for summer or fall.

Alumni Office

- No longer sets up tent on either side of Strahan during commencement.
- It has been determined that contact should be made with students much earlier than commencement.
- over 2000 people attended the fall ring ceremony for roughly 500 students
- suggestion to add to either the President’s or Provost’s speech something regarding attendance of alumni at commencement
- Brian from McCoy expressed desire to continue having packets to hand out to candidates when they come in to the Advising Centers
- After 12th class day, the Graduate College emails all students that are potentially close to graduating. It would be good to include a blurb for the Alumni Office.

Ideas

- Vendor Mall – proposed by Micky
  - Several tents with various information such as Alumni, Bookstore, Boko, etc.
- Cap Decorating for candidates prior to ceremony – proposed by Jennifer with Alumni
• Ask University Marketing about taking pictures in/around the candidate gyms to be posted on Facebook for all to view
• Brian from McCoy presented the advisors with a streamlined way to collect student name pronunciations and how to work directly with Dan Schumacher (Reader) prior to the ceremony.

Fall 2011 Survey Results
• Question 3 changed regarding parking to allow for more specific responses from students
• Russell and Chief Meyer would like to meet this semester to work out parking issues and signage

Action Items
• Send Alumni’s contact information with the meeting minutes
• Set meeting for: UPD, Risk Management, etc. regarding parking lots and signage
• Set meeting for: University Marketing, Curriculum Services regarding gym pictures and Facebook
• Find dimensions for metal signs and send to all Supervising Advisors
• Ask custodial to check the restrooms near gyms 101 and 102 (near Jowers) – include extra paper, etc.
• Print and laminate additional reserved seating signs
• Order 10 additional usher badges