Commencement Team Meeting Minutes  
Thursday, June 21, 2012  
Alkek 105/106

Attending: Michelle Ricks, Brad McAllister, Paul Hamilton, Joe Richmond, Roy Serrano, Ashley Ransom, Barry Polin, Marissa Saenz, Russell Clark, Steve Wilson, Stella LoPachin, Elizabeth Mock, Kim May, Kristin McDaniel, Dolores Reyes-Pergioudakis, Glenda Jurek-Rahe, Lanita Legan, Yvette Morales

Commencement Reporting

- Updates are being made to the commencement program and reader card reports to incorporate the new honors policy. Beginning with candidates this August, the number of hours required to be eligible for honors is reduced to 54 from 60.
- Errors with honors calculations in the program and on reader cards are being uncovered with each new semester. This will require close editing of the commencement program edit. We have been able to identify unique situations where honors calculation errors are likely to occur, such as second bachelor’s degrees or those with work/life credit. Curriculum Services will send out detailed instructions with the program edit with a list of known errors that should be validated.

Transportation and Safety

- Comments were made that the concourse becomes very crowded near the barricades for the recessional line. A suggestion was made to move the barricades further out, to help disburse the crowd.
- How should we handle an incident between different groups of people? Staff, students, and guests?
- Keep seeing an increase in guests cutting through Jowers gym to get to Strahan. Is there a way to stop this?
- Lost and Found items should be directed in the area of the stroller check-in. There is an officer stationed near the doorway into the Casey Complex that will accept and log the items.
- There were more comments than usual about parking and traffic issues on the student survey. The Team attributed this to the 10 a.m. ceremony being longer than usual, and interfering with guests arriving for the second ceremony. Honorary degree presentation, PhD presentations, and longer speeches attributed to the longer ceremony.

Gym Issues

- Temperature in Jowers was very warm in spring.
- Trashcans were missing or were too few.
- Graduate College could use one more table.
Dignity of the Ceremony

- Comments were made by staff and on the student survey about how the crowd was especially loud during the spring ceremonies. This could be due to the new sound system, could people hear?
- Suggestion to add a note to the commencement program and website to respect the dignity of the ceremony and remain quiet, no noisemakers, etc.
- The popularity of cords, stoles, and cap decorating is becoming more popular. The Curriculum Services office will be sure that there is no want/need for policies regarding what can be worn. Typically, cords and stoles and to represent academic honors.
- Required Regalia: all candidates must wear a black gown, black cap, and tassel. A different style of cap cannot be worn in place, such as a baseball cap or cowboy hat.
- A request was made on the student survey to recognize veterans by asking them to stand.

Website

- Could the link to Commencement be listed under Current Students as well as Alumni/Visitors?
- Many people misunderstand how a key speaker is chosen. Could a FAQ be added to the website explaining that IF a key speaker is chosen for that semester, that person chooses one ceremony to attend.
- Post a message website asking guests to avoid presenting gifts to the graduates prior to the ceremonies. Seating is crowded and it can be cumbersome for someone to hold flowers and other items along with their diploma cover, program, phone, etc.
- Post a similar message reminding graduates not to bring things with them on the floor of the coliseum. Many leave their keys and phone on their seat, and sometimes they are not able to return to their original seat.

Other

- New Walking/Participant Policy: Reminder that the participant policy has been changed. (see policy for specifics)
- Look at a new way to recruit ushers for the 6th ceremony.