

## Commencement Team Meeting Minutes

September 29, 2009

Attending: Daniel Benitez, Amy Beck, Jenna Gonzales, Matthew Haynes, Jennifer Jahns, Glenda Jurek-Rahe, Lanita Legan, Kim May, Kristin McDaniel, Ralph Meyer, Yvette Morales, Janet Moseley, Joan Pasquali, Becky Swindal, Holly Tipton, Michael Whitehawk

The June meeting minutes were reviewed and adopted.

### Website

- The volunteer link on the homepage has helped draw attention to the need for volunteers. Lanita reported that two volunteers contacted her after viewing the site.

### Recycling

- The bins in August received much garbage and not many programs. Jenna suggested that old program covers be used as a visual marker for the bins.
- The recycling bins on the buses were successful and will be continued. (reported in an earlier Transportation Subgroup meeting)

### Action Item:

- Kristin will scan an old program cover, or send old copies to Jenna.

### Commencement Program

- The group agreed that the new commencement program procedures, implemented in August, went smoothly.

### Application Deadline

- The advisors were asked to provide feedback on whether a majority of students applied prior to the graduation application deadline. They will be able to provide information in the following weeks regarding the number of students who are calling to apply after the deadline.  
UPDATE: A program was created to calculate the number of overrides made after the application deadline in order to track our deadline advertising efforts.
- Application deadline notices were posted to the University homepage, Facebook, and Twitter. This will be continued in future semesters.

## Transportation Subgroup Updates

- The transportation subgroup meets at least once each semester to discuss possible changes to the parking map, bus routes, etc.
- Sgt. Benitez gave an update on the progress of the subgroup.
  - The parking map was updated to designate AZ10-W as an overflow lot and add Mill Street parking as a primary Park and Ride Lot.
  - Mill Street Parking contains 1,000 spaces.
  - The Limited Mobility parking lot can be accessed from Aquarena through AZ-9, since Charles Austin is partially closed. There is a coned lane directing traffic to the lot.
  - The bus lane now extends down Aquarena to the last bus stop. This is indicated on the new map.

## Survey Subgroup

- An online survey will be created to rate student satisfaction with commencement. (comfort, safety, meaningfulness)
- The subgroup will meet with Institutional Research to develop appropriate questions.
- This will be a short survey.
- Faculty, Staff and guest surveys will be developed in the future.
- Michael and Lanita volunteered to serve on this subgroup.

### Action Items:

- **Two additional subgroup members are needed.**

## Communication Subgroup

- The communication subgroup meets periodically to review candidate instructions, the commencement program, and website.
- Additional members were needed and Becky and Glenda volunteered to serve.

### Action Item:

- Set meeting regarding signage and commencement program

## Signs

- Sandwich board or display signs would be helpful in directing candidates to Gym 102. These have been requested and we are waiting to hear if funds are available. UPD may have additional signs that we could borrow in the meantime.
- Use volleyball poles to hold signs above advisor tables in the Gyms.

- Only have directional signs on one door between Gym 101 and 102.
- In August, reserved seating signs were placed on seats in Section N for those guests who could not climb stairs. There were no comments reported.
- Becky reported that Interior Design has a large format laminator that could be used for signs.

### Commencement Wishlist

- Special funding for commencement supplies is currently being considered. Ex. Drapes, signage, banners, platform chairs, etc.  
UPDATE: The wishlist is currently with the President's Cabinet for their review.

### Assisting Candidates with Disabilities

- As previously decided, a representative from the Advising Center or Graduate College will stay with a disabled candidate to assist them throughout the ceremony.
- The staff member will sit with the candidate on the floor of the coliseum and be counted into the row of candidates.
- The Provost Office often meets with disabled students the Thursday prior to commencement to show them the processional/recessional routes, floor layout, etc.
- Staff members are welcome to email Kristin to arrange a meeting on that Thursday to discuss hypothetical situations, or meet with their candidates.
- Staff should talk to the candidate prior to the start of the ceremony to find out exactly what portions of the ceremony the student needs assistance. For example, some students in wheelchairs need assistance across the ramp, while others do not.

### Mission Statement

The mission statement is currently up for review. Please choose a statement below and send your choice to Kristin at [km48@txstate.edu](mailto:km48@txstate.edu) by Monday, October 19<sup>th</sup>.

#### Current Statement:

To engage the University community in the planning, implementation, and continuous improvement of our commencement ceremonies with a goal of achieving excellent results.

#### Proposed Statement 1:

To engage the University community in the planning, implementation, and continuous improvement of our commencement ceremonies with a goal of achieving excellence in candidate recognition.

#### Proposed Statement 2:

To engage the University community in the planning, implementation, and continuous improvement of our commencement ceremonies with a goal of providing a positive experience for our candidates and their guests.