Commencement Meeting

Disabled Seating Section Improvements

February 5, 2009

Attendees: Holly Eastes, Lanita Legan, Kristin McDaniel, Tina Schultz

**Seating Area Management**

Suggestions and Comments:

* Have guests contact ODS and obtain tickets for the disabled section; keep a list. This would give us a general idea of the number expected; however guests without tickets would not be turned down. Tina mentioned that she successfully implemented this at LSU for several years.
* Expand the disabled seating explanation on the commencement website
* Add a question to the graduation application, “How many disabled or special needs guests do you expect to attend with you?”

Action Items:

* Kristin and Holly will talk to Micky and Dr. Thorne regarding tickets and the graduation application question
* Kristin will update the commencement website with more detailed information

**General**

Suggestions and Comments:

* Place a laminated “Reserved” sign on the bottom of each seat with duct tape, or blue painters tape
* Place 2 floor arrow signs at each entrance to lead guests to that area, contact Katie Marshall in LBJSC
* Place laminated signs on the wall in section F and H
* Need sturdier chairs, not the folding type
* The railing in the disabled seating section obstructs the view of those in wheelchairs
* A student fell on the stairs from water that had been spilled

Action Items:

* Kristin will test laminated signs, and make new signs (34)
* Kristin will contact Katie Marshall to borrow arrow signs
* Kristin will add to student duties to place sturdier chairs in disabled seating section
* Kristin will find out if railing is set at a certain height for a reason (regulations)