Curriculum Services

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Presentation Outline

Why a commencement team was formed?
- Texas State Facts
- Commencement Overview
- Team Overview

How our team currently functions?
- Team Objectives
- Tools To Stay Engaged

What our team envisions for the future?
- Web Development
- Future Planning
- Team Assessment
Who we are

Texas State University-San Marcos

Established 1899

Located in the Texas Hill Country between Austin and San Antonio

Fall 2008 enrollment 29,105
Texas State…at a Glance

- 5th largest public university in Texas
- 101 baccalaureate programs, 88 master’s programs, 7 doctoral programs and 1 professional practice program
- 6,500 graduates per year (7,500 candidates per year)
- 3,500 faculty and staff
- 225 buildings and 457 acres
Texas State University-San Marcos
Largest event building is Strahan Coliseum, built in 1982 as a basketball and volleyball facility with a seating capacity 7,000
Straham Coliseum

Commencement set up...
Where we’ve been... and where we’re going

**Spring 2000**
- 2 undergraduate ceremonies
- 1 graduate ceremony
- 1,625 candidates
- 12,000 guests

**Spring 2010**
- 5 combined ceremonies
  - 10 a.m. Friday
  - 2 p.m. Friday
  - 6 p.m. Friday
  - 10 a.m. Saturday
  - 2 p.m. Saturday
- Est. 3,300 candidates
- Est. 30,000 guests
Where we’ve been…
and where we’re going

Spring 2000
- 4 Provost Office Staff
- 20 Faculty Marshals and Ushers
- 8 Academic Advising Staff
- 2 UPD Officers

Spring 2010
- 8 Provost Office Staff
- 40 Faculty Marshals
- 120 Staff Ushers
- 45 Academic Advising Staff
- 40 UPD Officers
- Disability Services
- Materials Management
- Auxiliary Services
- Athletics
- Risk Management
- Bookstore
- Alumni Affairs
- Registrar
- Student Affairs
Why a Commencement Team?

- Solve event conflicts
- Implement “Presidential Event”
- Maximize faculty and staff resources
- Evaluate commencement ceremonies
- Manage issues
<table>
<thead>
<tr>
<th>Academic Advising Centers</th>
<th>Materials Management</th>
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<tbody>
<tr>
<td>Alumni Affairs</td>
<td>Police Department</td>
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<td>Athletics</td>
<td>Provost Office</td>
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<tr>
<td>Auxiliary Services</td>
<td>Recycling Services</td>
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<td>Bookstore</td>
<td>Registrar</td>
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<td>Disability Services</td>
<td>Radio Station</td>
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<tr>
<td>Facilities Management</td>
<td>Risk Management</td>
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<td>Graduate College</td>
<td>Student Musical Ensembles</td>
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<td>Student Center</td>
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</table>
Team Mission Statement

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

<table>
<thead>
<tr>
<th>January</th>
<th>February</th>
<th>March</th>
<th>April</th>
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</thead>
<tbody>
<tr>
<td>Team Meeting</td>
<td>Communication Meeting</td>
<td>Safety Meeting</td>
<td>Advisor Meeting</td>
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<tr>
<td>Advisor Meeting</td>
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<table>
<thead>
<tr>
<th>May</th>
<th>June</th>
<th>July</th>
<th>August</th>
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<tbody>
<tr>
<td>Friday, 10 a.m.</td>
<td>Team Meeting</td>
<td>Advisor Meeting</td>
<td>Friday, 10 a.m.</td>
</tr>
<tr>
<td>Friday, 2 p.m.</td>
<td>Transportation Meeting</td>
<td></td>
<td>Friday, 2 p.m.</td>
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<tr>
<td>Friday, 6 p.m.</td>
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<td>Friday, 6 p.m.</td>
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<tr>
<td>Saturday, 10 a.m.</td>
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<tr>
<td>Saturday, 2 p.m.</td>
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<td></td>
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<table>
<thead>
<tr>
<th>September</th>
<th>October</th>
<th>November</th>
<th>December</th>
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<tbody>
<tr>
<td>Team Meeting</td>
<td>Communication Meeting</td>
<td>Safety Meeting</td>
<td>Friday, 10 a.m.</td>
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<td></td>
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<td></td>
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<tr>
<td></td>
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<td></td>
<td>Saturday, 10 a.m.</td>
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</tbody>
</table>


Team Objective

1. Communicate Accurately and Consistently

The Team:
- Discusses and clarifies University policies, procedures and practices
- Compares candidate instructions

Communication Sub-group:
Curriculum Services, Academic Advisors, and University Police

- Reviews content and design of commencement website
- Drafts updated information for candidate instructions
Communication Issue

Students often forget to officially change their name with the University, therefore their desired name does not appear in the commencement program.

1. Received complaint from student
2. Added issue to team meeting agenda
3. Added a PDF version of the commencement program draft to the website for students to view
4. Updated verbiage on the Graduation Application, Commencement Website, and Candidate Instructions

Result: Students now have an extra opportunity to check their information prior to the publishing of the program.
Team Objective

2. Create a Safe Environment and Comply with all Codes

The Team:
Discusses safety issues and concerns such as:

- Accessibility
- Crowd management
- Fire code requirements
- Evacuation procedures

Emergency/Safety Sub-group:
Curriculum Services, Risk Management, and University Police

- Drafts emergency procedures
- Discusses modifications to the Coliseum
Safety Issue

The lack of handrails in high seating areas caused dizziness, loss of balance and falls in guests.

1. Requested incident report from UPD
2. Identified possible causes
3. Added issues to the Team meeting agenda
4. Scheduled Sub-group meeting on issue
6. Scheduled installation of additional handrails
7. Inspected handrails upon completion

Result: Zero accidents were reported by UPD, down from 4 in Fall 2007.
3. Understand Roles and Responsibilities

- Meet your colleagues
- Understand the pressures and concerns of others and how they relate to your own
Crowd Issue

Candidates and the guests that attend for them cause a strain on the city and campus.

**Academic Advisors:** “How am I going to line up all these candidates?”

**Curriculum Services:** “How are we going to fit all these candidates in the seating area?”

**University Police:** “How many guests will be attending with these candidates, and will there be sufficient seating and parking?”

**Risk Management:** “How many of these candidates will have elderly or special needs guests, and is there sufficient seating, parking and enough parking shuttles?”
## Action Items List

<table>
<thead>
<tr>
<th>Progress</th>
<th>Date</th>
<th>Action Item</th>
<th>Budget Implication</th>
<th>Action Required</th>
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</thead>
<tbody>
<tr>
<td>Completed</td>
<td>9/23/08</td>
<td>Consider marquee sign purchase</td>
<td>$10,000</td>
<td>Complete. UPD purchase signs.</td>
</tr>
<tr>
<td>In Progress</td>
<td></td>
<td>Record recessional music</td>
<td>unknown</td>
<td>_add to duties</td>
</tr>
<tr>
<td>To be Addressed</td>
<td>9/23/08</td>
<td>Create guest and candidate homepages</td>
<td>n/a</td>
<td>_Communication Sub-group meets _update website</td>
</tr>
</tbody>
</table>
Tools to Stay Engaged

- Email Updates
- Action Items List
- Team and Sub-group Meetings
- Web Development

www.txstate.edu/commencement
“Teamwork is the ability to work together toward a common vision.”

Andrew Carnegie
“Perfection is not attainable. But if we chase perfection, we can catch excellence.”

Vince Lombardi
Looking to the Future…

- Staff Web Pages
Looking to the Future…

- Faculty Web Pages

Faculty Information

Faculty Regalia

Faculty are encouraged to wear regalia from their awarding institutions. Regalia is also available for purchase or rent from the University Bookstore by calling 512-245-1386. Orders for rental regalia must be placed 3 weeks prior to the graduation ceremony. Rental orders are non-refundable. For more information please contact the Bookstore.

Faculty Processional and Special Seating

Faculty will meet in Jowers Gym 101 thirty minutes prior to the ceremony in order to line up for the processional. The Faculty Marshal will lead the faculty from Gym 101 and follow the Platform Party to the coliseum floor.

The Faculty will process down the center aisle, turn right in front of the platform, and then file into the Faculty Reserved Seating Area (Section C).

Click here for a map of the faculty processional and seating area.
Looking to the Future...

- Student Web Pages

### Candidate Information

**Congratulations!**

Commencement is a special time to celebrate your academic achievements. There is no rehearsal, so please review the following carefully.

**Graduation Application**

The deadline to apply for May graduation is Friday, February 13, 2009. If you miss the deadline, you must contact your Academic Advising Center (undergraduates) or the Graduate College (graduate students).

**Eligibility**

To be eligible to participate in your commencement ceremony, the following requirements must be met:

- Applied for graduation during the official period
- Cleared all university holds for financial obligations
- Wear official regalia (black cap and gown)

**Arrival**

You should plan on arriving at least one hour prior to the start of your ceremony. In the following gym according to your major. Jowers Gym is accessible from Strahan’s south concourse and signs are located in the concourse to direct you. Please also refer to the Map of Strahan Coliseum for more details.

**Jowers Gym 101**

- College of Applied Arts
- College of Health Professions
- College of Science
- University College
- College of Liberal Arts (undergraduate candidates)

**Jowers Gym 102**

- McCoy College of Business Administration
- College of Education
- College Fine Arts and Communication
- College of Liberal Arts (graduate candidates)

Upon arrival at your gym, you will check in with your College Advising Center staff. Here, you will receive your reader card, receive any honors cords, and line up for the procession into the Coliseum.

Please leave all personal belongings (purses, jackets, etc.) with a family member prior to arrival at the gym. The University is not responsible for any personal items left in the gym or on the Coliseum floor.
Areas That Will Be Assessed

- Pre-ceremony Candidate Instructions
- Parking, Seating, and General Crowd Issues
- Website Effectiveness
Future Team Planning

- Ceremony Assessment
- Annual Safety Workshop
“Success comes from knowing that you did your best to become the best that you are capable of becoming.”

John Wooden
Future Team Planning

- 5th Ceremony Addition
  - Spring 2010
  - Budget Issues
  - Volunteers
Outreach

- Staff Involvement
Outreach

- Faculty Involvement
Outreach

- Student Involvement
Team Assessment

- Is our Team effective?
- Have we used our resources effectively?
- What issues remain unresolved?
Feedback from Team and Guests

- “Networking, breaking down the silos that are so common in higher education - - This Team is doing that!”
  » Lanita Legan, Student Center

- “The staff who actually work at commencement now have some input on campus!”
  » Sara Boysen, Academic Advisor

- “The ceremony was the best I’d ever seen. I felt a strong sense of family.”
  » Email from Don Flores, BOR

- “The young lady who sang was amazing!!! What a talent and what a prize for your university to have her.”
  » Email from parent

- “The big screen that allowed us to see our graduate close up when she shook your hand was very nice. So often, all the grads look alike in their robes and you are never absolutely sure which one is yours. Seeing her face on that big screen was a nice surprise.”
  » Email from parent
“It is amazing what you can accomplish when you do not care who gets the credit.”

Harry Truman
Commencement Team: Engaging The Campus Community
Questions? Suggestions?

We are ready
to hear any ideas you have for us!

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