

**University Commencement Committee Meeting Minutes**  
**Wednesday, December 1, 2010**  
**12:15 p.m.**  
**President's Board Room, 210 Burruss Hall**

**Present:** Dan Taylor (chair), Bill Stringer for Jerry Allen, Sandy Bass, Elizabeth Fine, Pat Goodrich, Larry Hincker, Jason Holliday, Jong Kim, Nathan Lavinka, Gary Long, Jacqueline Nottingham, Kate Preston, David Shuster, Anthony Watson

**Absent:** Jactone Arogo Ogejo (with notice), Tom Broyles (with notice), Jeffrey Connor, Brad Klein, Ann Marie Knoblauch, Kim O'Rourke (with notice), Jill Sible (with notice), Muzaffer Uysal (with notice)

**Guests:** Kevin Ayoub, Captain Houston, Bo Frazier, Margie Murray, April Myers, Laura Wedin

Dr. Taylor called the meeting to order at 12:15 p.m.

**Approval of November 3, 2010, minutes**

Hincker moved to approve the minutes of the November 3, 2010, meeting. With a second from Long, the minutes were approved unanimously.

**Request to Include Graduate Names in Both the Fall and Spring Programs**

A request was received from the Northern Virginia Graduate Center to include names of graduates in both the Fall and Spring programs because a graduate student who is finishing in the fall missed the deadline to submit their application for degree to be included in the fall program. This student's name will not be included in the spring program either since the actual graduation will happen in December. Taylor indicated that currently the names of the summer and fall graduates are printed in the fall Commencement program, and the names of the spring graduates are printed in the spring program. It was also stated that it is the responsibility of the student to apply for his or her degree within the published deadlines. Taylor also informed the committee that colleges and departments retain the discretion of producing a program for their respective spring ceremonies.

Because the Commencement program is the university's official document listing degree recipients, a motion was made that the current procedures by which the names printed in the university's Commencement program include only the names of eligible degree recipients pulled from the university's data base remain the same. Preston seconded the motion and the motion passed unanimously.

**Final Planning for Fall Ceremonies**

- The College of Architecture and Urban Studies has not provided volunteers for marshal and ushers. Taylor indicated that Tom Broyles has already followed up with the dean's assistant. The usher instructions have been distributed, and the marshal instructions will be sent out this week.
- The ADA routes will be the same as in the past.
- Meetings are scheduled for 9:00 a.m. and 10:00 a.m. on December 9, 2010, with the student speakers, Dan Taylor, and Kim O'Rourke to discuss speech length and content.
- Commencement rehearsal will be on Thursday, December 16, at 4:00 p.m. in Cassell Coliseum.

- The overflow seating will be roped off in the coliseum seats because there is the potential for the number of undergraduates to be over 1000.
- Watson indicated that he will check to make sure that the sound is working on the stage.

### **Spring Ceremonies in Cassell**

Taylor announced that beginning in the spring, the practice gym on the Spring Road side of Cassell Coliseum will no longer be available for lining graduates up. A subcommittee met and decided that the best alternate location to use is a hallway in Jamerson that is on the floor below the playing court level. The remaining practice gym's capacity to hold students may be slightly larger than the hallway on the lower level, so graduates should be proportioned accordingly when they are lined up to process.

Taylor indicated that there have not been any decisions made regarding whether there will be a fourth ceremony on Saturday in Cassell Coliseum this spring.

Due to the wear and tear on the equipment and the carpeting in Cassell Coliseum, Taylor requested that the College of Agriculture, the College of Engineering, and the Pamplin College of Business provide a description of what events take place during their ceremonies in order to determine how best to maintain the equipment and carpet at the next Commencement Committee meeting.

### **Announcements/Other Items**

There may be a meeting in January (perhaps in lieu of the first commencement committee meeting) of the Emergency Planning group. Taylor will confirm this with those members at a later date.

With no other business, Long moved to adjourn at 12:34 p.m.