

**University Commencement Committee Meeting Minutes**  
**Wednesday, March 4, 2009**  
**12:15 p.m.**  
**President's Board Room, 210 Burruss Hall**

**Present:** Dan Taylor (chair), Jactone Arogo Ojejo, Sonya Benson, Candice Clemenz, Jeffrey Connor, Larry Hincker, Christina Todd for Adeel Khan, Jong Kim, Ann Marie Knoblauch, Christina McIntyre, Brian Mihalik, Kim O'Rourke, Lyndell Price, Dean Stauffer

**Absent:** Jerry Allen, Michelle Czamanske, Elizabeth Fine, Brian Golden, Brad Klein, Dixie Reaves (with notice), Kerry Redican, Linda Tegarden

**Guests:** Captain Albert, Bud Brown, Rebecca Burtch, Travis Cross, Captain Houston, Richard McCoy, Margie Murray, April Myers, Jennie Reilly, Eric Winger

Dr. Taylor called the meeting to order at 12:16 p.m.

**Approval of Minutes**

Mihalik moved that the minutes for February 4, 2009, meeting be approved. With a second from O'Rourke, the minutes were approved unanimously.

**Complaint from Parent about Second Photograph Taken during Fall University Ceremony**

When the graduates cross the stage, they are handed a blank envelope in the place of a diploma (Fall graduates do not receive a diploma at the ceremony). The white envelope contains a print of Memorial Chapel (a gift from the Alumni Association) and information on how to purchase the Commencement photographs taken during the ceremony. A parent complained stating it was tacky for an institution of this size to hand out to the graduates a blank white envelope and have their photo taken with it. Ms. Todd indicated that as a student, she would want something tangible handed to her even if it is just a blank envelope. It was determined that the use of a blank white envelope will continue.

**Student Government Association (SGA) Honor Cords**

Past minutes of the Commencement Committee indicate that a motion was passed in 2006 allowing one accoutrement to be worn during the ceremony in addition to the honor sash. The SGA has requested approval to wear an honor cord during the ceremony. Murray indicated that the University Bookstore will need to know what color cord to order for the SGA as well as all honor societies. Cross indicated that the other honor societies choose the color based on national history and tradition. This information is not listed in the publication "*An Academic Costume Code and Ceremony Guide*." The committee decided that it is okay for the SGA to have a cord, and they will need to come up with a color that is not already taken by another group. Todd indicated that she will get in touch with a Student Alumni Association (SAA) representative who is also on the SGA to work on an acceptable color.

**Size of Graduate Student Diplomas**

Sonya Benson reported to the committee that she met with the Graduate Student Assembly (GSA) and the consensus by the body is to obtain a larger size for the graduate diplomas. Benson will meet with Dean DePauw on Monday, March 9, to discuss the possibility of obtaining a larger size. Benson also spoke with Jacqueline Nottingham of the Graduate School, and it was determined that there are enough diploma covers of the smaller size to last through Spring 2009. It was determined that if a change is going to be made, now is a good time. A suggestion was made to think about resizing the undergraduate diplomas along with the graduate diplomas. It was determined that Benson will report back to the committee after her meeting with Dean DePauw.

### **Planning for Spring Ceremonies**

McIntyre indicated that a call for volunteers will go out to colleges for ushers and marshals on the Monday after spring break.

Houston reported that RCM will be used again for security. There will be some cutbacks in order to keep costs down.

Reilly informed the committee that updates are being made on the Services for Students with Disabilities website. The updated information will include information on items such as seating and parking.

Murray indicated that there has been a request to have a standard URL for all links associated with Commencement. Hincker informed the committee that the only way to accomplish this is to have the director of Web Communications post it to the web administrator listserv in a more formal manner.

Cross will begin work on the letter requesting funding for the band tour. He will bring this to the April meeting. Cross will also begin the selection process for a vocalist.

There have been a few complaints from parents that the companies contracted to print announcements will only print the Friday date. The University ceremony on Friday is when the degrees are conferred. Diplomas are distributed at the college/department ceremonies on Saturday.

### **Follow-up from Fall Ceremony**

Clemenz indicated that it is difficult for the readers of names to see what is happening on stage because the podium for the readers of names is located on the floor next to the stage. It would be helpful if this podium was located on the stage so the reader can maintain a proper pace. The only problem with sitting the podium on the stage is if the handicapped ramp is used. The ramp is located on the same side as the reader of names. It was decided to put the podium on the stage, and a solution will be determined if there is a need to use the handicapped ramp.

With no other business, O'Rourke moved to adjourn at 12:50 p.m.