

University Commencement Committee Meeting Minutes
Wednesday, February 28, 2018
12:15 p.m.
President's Board Room, 210 Burruss Hall

Present: Diane Zahm (chair), Wat Hopkins (Interim Director of Ushers), Kelly McCann (Director of Processions), Janice Austin, Tanyel Turkaslan Bulbul, Cheryl Peterson, Chris Saunders, and Steve Sheetz

Absent: Monty Abbas, Austin Compton, Jamie Cowell-Lucero, Jay Crone, Deborah Dickerson, Rebecca Funk, Lara Khansa, PJ Johnston, Lance Jones, Marcella Kelly, Scotland Leman, Billy Lin, Michael Stowe, and Anthony Watson

Guests: Tom Gallemore, Ricky Lan, Peter McCann, Christina McIntyre, Heather Miller, Margie Murray, April Myers, Pam Vickers, Laura Wedin

Dr. Zahm called the meeting to order at 12:21 p.m.

Announcement of the Approval of the December Minutes

Zahm announced that the minutes of the December 6, 2017, meeting were approved by the committee electronically.

Feedback on December Ceremonies

McCann indicated that additional marshal assistance is needed on the floor during fall commencement. There need to be more marshals assisting on both levels. She also noted that there should be large fans and water available on each lineup floor, not just during Spring Commencement ceremonies.

Austin suggested that the Graduate School manage the coordination of the marshals assigned for their ceremony since they know where marshals are needed. This was agreed upon by K. McCann and Austin. The process of collecting the volunteer names will remain the same, but the names will then be passed to Austin for contact and assignment. This is just for marshals only, not ushers.

Review Preliminary Draft of Spring Commencement Video

The first draft of the proposed "Project Grad" video was viewed at this meeting. The proposal was to create an engaging 90 second turn-key video to display at Lane Stadium during University Commencement. This committee approved the project in December.

Lan indicated that there were over 400 submissions from students after the request for materials went out just after winter break. The first viewing provided very rough concepts and sketch scenes of the four year college student process from freshmen year to graduation.

It was suggested that the sections be captioned, that a more diverse view of more colleges be shown, and that perhaps the impending Grad Fair and International Street Fairs could be a source of new material.

Band Proposal

Caldwell was unable to be at this meeting due to the birth of his first set of twins! But, the band proposal for 2018 was reviewed and approved by the committee. The proposal is attached.

Preparations for May Commencement

McCann announced that Lot 4 would be used for student lineup in the Spring Commencement, rain or shine. Also, the college lineup has been rotated to allow colleges a chance to be closer to the stage. The order is provided in the Commencement Guide available online at www.vt.edu/commencement.

Adjournment

With no further committee business, the meeting adjourned at 12:51 p.m.

Note: There were discussions held after the meeting that you may want to announce in the next meeting.

Examples:

Direction of Honors Entry

We need the speaker names for the Graduate and NCR Ceremonies

Email to students with a 5 Things to Know about Graduation (including lineup)