UNIVERSITY COMMENCEMENT COMMITTEE (UCC) AGENDA

Tuesday, Sep. 22, 2009. 2007 Ullsvik Hall, 8:05 a.m. – 8:50 a.m.

I. Changes & Approval of Minutes of previous Meeting as posted online. Add new items to agenda.

II. Personnel

A. Introduction of new members, Student Senators (Alan N. Sulzer, "Johnathan L Predaina, two more not yet assigned), Selection of Chair and Vice-Chair

B. Commencement Speaker:

C. Senior Valedictory Speaker: Dean of the College of BILSA will select a valedictory speaker and an alternate for a.m. ceremony in consultation with faculty and students and inform the UCC by Nov. 6, 2009. Dean of LAE and EMS may work together and identify a valedictory speaker and an alternate for the p.m. ceremony in consultation with faculty and students and inform the UCC by Nov. 6, 2009. Alternatively, there may be two valedictory speakers, one speaker from each college, for the p.m. ceremony and the Deans must make the selection in consultation with faculty and students and inform the UCC by Nov. 6, 2009.

D. Student Ushers: Barb Daus will request & coordinate for Student Ambassadors. Attached flow chart will be used by them to help with flow of graduates, faculty, & stage party.

E. Procession: Morning Ceremony – 2 procession leaders. Afternoon Ceremony – 2 procession leaders. Use attached flow diagrams. See page #2.


G. Volunteers to line up the students by college and also faculty: See page #2.

H. Banners: Chair to work with Registrar’s Office. Deliver banners to banner carriers at the track. 2 of the 4 banners will be left on stage at the start of each ceremony.

II Commencement Program Publication Schedule December 09

10/21/09 Cover, front and back sections to Joyce from old program for changes
10/28/09 Graduate Listing from Registrars office and updates from Joyce
11/3/09 Proof to Deb Lundell in registrar’s office, 11/6/09 Biography text from Barb, 11/11/09 Proof to Barb and Joyce, 11/18/09 To Printer, 12/2/09 Programs delivered to campus

III Details

A. Flowers: Joyce (1234) has prepared P.O. and sent it.

B. TV Hookup, Sound, Track, & Rooms: Informed James (1895), Nathan (1230), Colleen (1628), & Curt (1568). Tracks, B-52 & Offices reserved. Deb Lundell will deliver robes to Athletic Office. Doudna 103 has also been reserved for overflow seating. Use first the PSC’s University Rooms (150), Platteville Rooms (84), and Wisconsin Room (60). PSC can accommodate a total of 294.


D. Pictures and Plaques: Joyce will prepare P.O. and coordinate after the ceremonies.

E. EMT: Deb Lundell (1321) has called & reserved.

F. Other? (Stage Directions, Tickets MUST BE CONSIDERED, Parking, etc): Scott – parking for stage party?

IV Countdown to Commencement Reception Table– Wednesday, October 14, 2009, 2:30 to 6:00 p.m., in the Velzy South Commons, Ullsvik Hall. See page #2 for assignment of committee members to time slots.

V Old Business

A. Reserved parking for Chancellor, Deans, commencement speakers, guests and stage party.

B. Complaint from parents/guests – publicize the time the hall will open and times of no entry

C. Feedback from spring 2009 ceremonies: Lack of seating & entrance to hall closed before event.


AFTERNOON: University North & South: 99, Platteville East & West: 57, Heritage Hall: 24


E. Noise / Disturbance from audience at the Ceremony: Chancellor to make request decorum at the beginning of ceremony and remind that campus security will escort those people out.
F. Reports from Registrar’s Office – Request from alcohol & drug committee. Request from the graduates to attend ceremony before completing requirements.

VI. New Business
A. Revision to Commencement Apparel; Report from the subcommittee?
B. Next Meeting: Tue., Nov. 24, 2009. 8:05 a.m. – 8:50 a.m. Ullsvik Hall, Room 2007
C. Current estimate of graduates from the Registrar’s Office: Morning Ceremony? Afternoon Ceremony? We will have correct numbers after the Countdown to Commencement.
D. Current bleacher seating capacity is 1,893. The floor seating from the .pdf file of the Willams Fieldhouse layout: 364 graduates and 96 faculty/Staff.
E. If there is overflow, PSC locations will be filled first and then overflow will be accommodated at Doudna Lundeen Lecture Hall.

1. Debra Lundell (Registrar's Office) sends a summary of weekend events to a Campus Security and therefore Campus Security is responsible for opening Doudna 103 for overflow seating for Commencement.
2. Colleen Garrity will make sure that the TV screens are ready to go as soon as Doudna 103 is opened by Campus Security.
3. PSC staff will keep track of number of overflow guests in each room of PSC and Doudna 103 and report that total to UCC after the event is over.

VII. Memo was sent on 8/24/09 to the Deans to poll faculty & academic staff regarding attendance at the commencement ceremonies. Chair will send memo to Deans about selection of Banner Carriers before the end of Oct. 2009.

Barb Daus coordinates speakers, student ambassadors, order of processions, timing of events, etc on the day of Commencement. She also edits or writes sections of the Commencement brochure and proofreads the brochure. She stands in for a committee member if that person does not show up for assigned works on the day of commencement.

Joyce Burkholder coordinates sending memos to faculty and academic staff, commencement speakers, ordering of flowers for stage, proofreading & printing of brochures, ordering plaques, ordering of lunch for staff, etc.

David Kieckhafer and his office staff coordinate transport of robes, banners, etc to the Commencement Ceremony. Order coffee and rolls for custodial staff. Coordinate posting of Commencement instructions online. Arrange Emergency Medical Service/Technicians. Get help from Tech. Support/Services.

Dave Langkamp coordinates all arrangements in the room and stage. Colleen Garrity coordinates TV services. Nathan Manwiller coordinates Tech. Services.
Graduates in each college will line up in alphabetical order of last name behind respective signs along the track. Unapproved attire, cords, sashes, etc must be removed by graduates or these may be confiscated.

Banner Carriers must arrive early and must line up at the starting point for respective college. Banners will be handed to them at the track and they must follow safety directions from UCC.
UW-P Commencement – Morning Ceremony
Faculty & Instructional Academic Staff Flow in & out

2Banners  US Flag  State Flag  2Banners
3 rows. Stage Seating & Layout – Registrar’s Office
See the Seating Order in the Commencement Brochure

CM-Commencement Marshal XX  X X X X X X X X
Faculty & Instructional Academic Staff
X X X X XXX  X X X X X X
Procession Leaders must count # of chairs/row.

XX GRAD. SCH.  XX
XX BILSA OVERFLOW
Procession Leader must count # of chairs/row.

X X X X X X X X X X
X X X X
X X X X X X X X X
XX  GRAD. SCH.  XX
X X X X X X X X X
XXX  BILSA  XXX
X X X X X X X X X
Procession Leader must count # of chairs/row.

Gym
Fac. & Staff
IN
OUT
Fac. & Staff Walk out
Fac. & Staff Walk

Faculty and academic staff use B-52 to get ready, line up by forming two columns on either side of the tracks (along the outer track lines) as shown by signs on two posts.

Faculty and staff are expected to divide into two columns so that each column is of the same size.

Faculty and academic staff clap their hands until the last graduate has walked past the faculty and staff.
UW-P Commencement – Morning Ceremony
Stage Party - Flow in & Out

2Banners  US Flag  State Flag  2Banners
3 rows. Stage Seating & Layout – Registrar’s Office
See the Seating Order in the Commencement Brochure

CM-Commencement Marshal  XX  X X X X X X X X
Faculty & Instructional Academic Staff
X X X X XXX  X X X X X
Procession Leaders must count # of chairs/row.

XX  GRAD. SCH.  XX
BILSA OVERFLOW
Procession Leader must count # of chairs/row.

X X X X X X X X X
X X X X X X X X X
XXX  BILSA  XXX
X X X X X X X X X
X X X X X X X X X
Procession Leader must count # of chairs/row.

IN: Mace will be in the Athletic Office. Commencement Marshal leads the stage party in, goes on stage leaves the mace in its stand, goes to the first faculty & academic staff row, and sits in the reserved first seat.

OUT: On signal from the Chancellor, Commencement Marshal goes on stage picks up the mace from its stand and leads the stage party out. Mace will be left in the in the Athletic Office.
UW-P Commencement – Afternoon Ceremony
Graduate Seating, Flow to Stage & Back to Seats

2Banners  US Flag  State Flag  2Banners
3 rows. Stage Seating & Layout – Registrar’s Office
See the Seating Order in the Commencement Brochure

CM-Commencement Marshal XX  X X X X X X X
Faculty & Instructional Academic Staff
X X X X XXX  X X X X X
Procession Leaders must count # of chairs/row.

LAE Grads.
EMS Grads
EMS OVERFLOW
Procession Leader must count # of chairs/row.

Grads walk in
Grads receive degree & return to seats
Grads return to seats

Graduates in each college will line up in alphabetical order of last name behind respective signs along the track. Unapproved attire, cords, sashes, etc must be removed by graduates or these may be confiscated.

Banner Carriers must arrive early and must line up at the starting point for respective college. Banners will be handed to them at the track and they must follow safety directions from UCC.
Faculty and Academic Staff use Room #B52 to get ready.

Faculty and academic staff line up by forming two columns on either side of the tracks (along the outer track lines) as shown by signs on two posts.

Faculty and staff are expected to divide into two columns so that each column is of the same size.

Faculty and staff clap their hands until the last graduate has walked past the faculty and staff column.
2Banners US Flag State Flag 2Banners
3 rows. Stage Seating & Layout – Registrar’s Office
See the Seating Order in the Commencement Brochure

CM-Commencement Marshal XX X X X X X X X X
Faculty & Instructional Academic Staff
X X X XXX X X X X
Procession Leaders must count # of chairs/row.

EMS OVERFLOW
Procession Leader must count # of chairs/row.

IN: Mace will be in the Athletic Office. Commencement Marshal leads the stage party in, goes on stage leaves the mace in its stand, goes to the first faculty & academic staff row, and sits in the reserved first seat.

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