UNIVERSITY COMMENCEMENT COMMITTEE AGENDA
Agenda for Meeting. Wed., May 2, 2007, 8:15 a.m. Brig. 320

I. Approve Minutes of Last Meeting

II. Personnel Introductions:
A. Senior Valedictory Speaker Selection: BILSA Ad Hoc Committee chaired by Dr. Anthony Thomas. Members: Drs. Esther Ofuìue & Dan Fairchild, Emily Pedley, Brandon Janes, Eric Hopfensperger, Brad Polzar
B. Recognize Volunteers – See A, D, E, & F also. Countdown to Commencement (Cori Enright, Mohan Gill, Dale Bernhardt, Susan Hilal)
C. Valedictory Speakers: 9:30 a.m. ceremony - Katy Schultz (ALTERNATIVE: Matthew Wolfe). 2:00 p.m. ceremony - Becky Adamski (ALTERNATIVE: Ryan Duescher)
D. Student Ushers – Barb Daus will give them instructions for both ceremonies.
E. Procession - Bala and Richard Bockhop will lead the procession at the 9:30 a.m. ceremony. Cori Enright and Clem Jeske will lead the procession at the 1:30 p.m. ceremony. Commencement Marshal: Mr. Stephen P Zielke (morning) and Dave Zierath (afternoon). Barb Daus coordinates procession of students, faculty & stage party.
F. Volunteers to line up students by college:
Grad. School & BILSA at 8:45 a.m.: Susan Hilal (Grad. Sch.) and Richard Bockhop (BILSA).
EMS at 1:15 p.m.: Barb Barnet and Anthony Thomas.
LAE at 1:15 p.m.: Cori Enright and Dale Bernhardt.
Colton Janes and one more student senator will also be available to help with line up.
G. Banners: EMS- Anne Turner
BILSA- Adam C. Roth, 45678 Maple Ridge Road, Boscobel, WI 53805-8372
LAE: Lanette Marie Ehrhardt, 485 West Main, Platteville, WI 53818
Heather Kay Falk, 28679 John's Hill Drive, Muscoda, WI 53573
Trista Anne Johnson, 2563 Eldorado Lane, Naperville, IL 60564
Laura Nicole Lopez Vance, 10889 Diamond Circle, Blue Mounds, WI 53517
Marsha Marie Pauly, 4979 Catalina Court, Manitowoc, WI 54220
H. Visitor - David M. Nevins. Distribute cards to graduates to write a note to faculty members.

III. Programs – Taken care of by Joyce, Barb, & Dennis.

III. Details
B. Stage directions – Barb & Registrar’s Office. Deb Lundell has ordered table cloths for stage tables.
C. TV and sound – Contacted Colleen Garrity-1628 for TV (Channel 5). James Ball-1895 & Todd Duwe-1230.
D. Seating – Arranged. Dave to give Bala # of students in each row and # of faculty in each row. Doudna 103 will be used for overflow seating.
E. Music – Symphonic Wind Ensemble, conductor – Dr. Barry Ellis. Student song leader for afternoon ceremony is Mr. Andrew Roberts.
G. Plaques – Joyce will send order forms to Chappell Studios.
H. EMS crew – Deb Lundell contacted EMS & arranged for EMTs. (348-9741 X 271)
I. Reserved track area of field house for line-up of students. Room (# B 52) for faculty coats, etc., and Athletic Office (Room #134) for stage party. (Curt Fatzinger - 1568). Memo to all faculty & staff will be sent this week.

J. Faculty & Staff Attendance:

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<th>9:30 A.M.</th>
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<tr>
<td>LAE</td>
<td>6</td>
<td>31</td>
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<tr>
<td>Library &amp; Acad. Staff</td>
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<td>BILSA</td>
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<td>EMS</td>
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<td>Total</td>
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IV. New Business:

V. Grad School:

1. "Why did we switch from honor cords to honor sashes?"

Dianne Hanten: Years ago we had honor cords. Our company (HERFF JONES) discontinued the honor cords. Recently, I have found out that honor cords can be ordered again through our current company (HERFF JONES). In fall 2006 we ordered 200 honor sashes at $11.50 each. We have a large quantity remaining. Honor cords (double stranded-only option) will cost $7.80 each.

2. Options to improve accessibility for graduates with disability
   (a) Lower the stage to 2 feet height and determine the cost of two 20’ ramps with rails.
   (b) Cost and feasibility of using two chair-lifts.
   (c) Lowering stage to floor level and projecting the ceremony on large screens or displaying on very large monitors. The feasibility of this option for May 2007 ceremony must be explored by Colleen and Todd by the end of March 2007.

Colleen Garrity: Options one and two will have very little impact on videotaping and cablecasting the ceremony live on TV-5.

Option three however would have a large impact. It would make it very hard for us to shoot the ceremony if the stage was removed. The stage height ensures that people will not stand in front of us and block our shots. In the wide shots of the ceremony the main people will just blend in with the others. In addition I am not sure where you are planning to locate the screen and the accompanying projector without losing seats or blocking the view of the people in the stands. I would not suggest hanging them above the graduating students. This would be a huge liability should something happen. In addition is would block many of our wide camera shots.

One last thought. When we produce the graduation ceremony for airing on TV-5 and for videotape it is done in a way for the viewer to get the overall feeling of the ceremony. This may not be appropriate for projection on a big screen during the ceremony.

3. Fall 2007 – Two Ceremonies; In fall 2006 we had about 72 graduates from Grad. School and 138 graduates from BILSA. Total of these two is 210. EMS had 111 graduates and LAE had 125 graduates in fall 2006. The total of these two is 236. The Class Schedule and academic calendar for fall 2007 will show the same details for graduation ceremonies as in spring 2007.

   Commencement (fall 2007)
   9:30 a.m. Masters and College of BILSA
   2:00 p.m, Colleges of EMS and LAE.

4. Parking: I was checking with the officers who worked during the Dec Graduation. The officers didn't think the Doudna Lot was an issue. Do you have someone I can contact to see exactly what the issue was regarding disabled parking in the Doudna lot? It would help to know if it is a specific issue regarding handicap van access or just the "not close enough to the door" complaint which is somewhat more difficult to address in that lot.

The officer who was patrolling the lots is trying to remember if the lot was filled - if that was the issue, the problem probably isn't as easy as simply putting up more temporary disabled parking spaces. There are other activities going on in Doudna, Art, Ulrich, and the CFA besides graduation overflow, so depending on events, there are a number of people who would utilize that particular lot on weekends.

People with disabilities maybe better off utilizing the Brigham Lot because the walk from the lot to the Linden Theater is on level pavement...From the Doudna lot they walk up an incline, and still have to walk to the south end of the bldg....Perhaps we need to direct people who feel they have to drive to Doudna for overflow - to use the Brigham and Warner lots?

I will give this more thought, but there is a challenge with the Doudna lot that additional reserved handicap stalls may be used by a number of others besides graduation which I can't control.

5. Rob Hasker, Joint International Master's of Computer Science Program Coordinator My
understanding is that the commencement committee has decided that undergraduate students would be able to wear stoles indicating their involvement in international education at commencement ceremonies. At Graduate Council a couple of weeks ago we voted that master's students who have been involved in international programs should be able to do this as well since students who engage in such programs show a similar degree of achievement. Since I run the program that's most affected, I've been asked to contact you to determine what needs to be done so that graduate students could wear such stoles.

I can appreciate a concern that master's students would be hooded and end up with material both in front of and behind the neck. Perhaps these concerns could be addressed by recommending that master's students pin their stole to their robe at the top.

6. Breakdown of the master's candidates to be listed in the May 2007 commencement bulletin:

M.S.E. -  
Adult Education (off campus program) - 13  
Elementary Education (on campus) - 1  
Middle School Education (on campus) - 1  
Secondary Education (on campus) - 1  
Counselor Education (on campus) - 22  
Computer Science (on campus) - 2  
Criminal Justice (online) - 18  
Engineering (online) - 13  
Project Management (online) - 19  
Total = 90