UNIVERSITY COMMENCEMENT COMMITTEE (UCC) AGENDA

Wednesday, Sep. 24, 2008. 2007 Ullsvik Hall, 8:15 a.m. – 8:50 a.m.

I. Changes & Approval of Minutes of previous Meeting (Page#3). Add new items to agenda.

II. Personnel
   A. Introductions, Student Senators: Tim Juedes, Laura Schreiber, Seth Johnson, Devine Nzegwu, Selection of Chair and Vice-Chair
   B. Commencement Speaker:
   C. Senior Valedictory Speaker: Chair to send memo to Deans. LAE selected a speaker from EMS in spring 2008. In fall 2007, the speaker was from EMS. What does the committee recommend for fall 2008 & spring 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 – Need 2 procession leaders. Afternoon Ceremony – Need 2 procession leaders. Use attached flow diagrams.
   F. Commencement Marshall: Jim Valaskey prefers to be the Commencement Marshall for afternoon ceremony, but will be willing to be the Marshall for the morning ceremony also. Karen Bennett Allen does not wish to be the Commencement Marshall for the morning ceremony. She has a disability and informs me that she uses a wheelchair.
   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 ceremony.

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. Robes to be delivered 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, Parking, etc): Not a problem now.

IV. Countdown to Commencement Reception Table – Wednesday, October 15, 2008, between 2:30 and 6:00 p.m., in the Velzy Commons, Ullsvik Center. See page #2. Extra tables will be there near the reception table. Countdown to Commencement now appears in the UW – P Calendar.

V. Old Business
   B. Lessons from 2007-2008 ceremonies & planned improvements this year
   C. 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.

VI. New Business
   A. Revision to Commencement Apparel (Page #4). Bala’s comments / report. Proposed changes on page #4 were presented to the Student Senate on Sep. 22, 2008. Final action may be taken next week. Discuss & vote.
   B. Next Meeting: Wed., Dec. 3, 2008, 8:15 a.m. – 8:50 a.m.
   C. Current estimate of graduates from the Registrar’s Office is:
      Morning Ceremony: 24 from Grad. School & 169 from BILSA. Total = 193
      Afternoon Ceremony: 87 from LAE & 121 from EMS. Total = 208.
      We will have better numbers after the Countdown to Commencement.

VII. See the last 2 pages for the draft of memo to Deans to poll faculty & academic staff regarding attendance at the commencement ceremonies. Chair to send memos to Deans about Banner Carriers before the end of Oct. 2008.
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.

<table>
<thead>
<tr>
<th>UNIVERSITY COMMENCEMENT COMMITTEE ASSIGNMENTS, FALL 2008</th>
<th>COUNTDOWN TO COMMENCEMENT, 10/15/2008</th>
<th>COMMENCEMENT, 12/13/2008</th>
<th>LINE UP STUDENTS &amp; FACULTY</th>
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<tbody>
<tr>
<td>BANNERS</td>
<td>PROCESSION LEADERS</td>
<td>MORNING</td>
<td>AFTERNOON</td>
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<td>2:30 p.m. – 4:00 p.m.</td>
<td>4:00 p.m. – 5:00 p.m.</td>
<td>5:00 p.m. – 6:00 p.m.</td>
<td>MORNING</td>
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<td>3. Louis I Nzegwu</td>
<td>Tony &amp; Esther are available, if necessary.</td>
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<td>5. Student Senators</td>
<td>5. Student Senators</td>
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III. Approve Minutes of Last Meeting: Rick moved, Clem seconded and minutes were approved unanimously.

IV. Personnel Introductions:
B. Recognize Volunteers – Countdown to Commencement (Amy & Eugene, Tony & Bernie, Christina & Esther) & Commencement (See E & F below)
C. Commencement Speakers: David Walsh, Regent (UW System) 9:30 a.m. ceremony; Michael Jansen, IIW Engineers & Surveyors, P.C. - 2:00 ceremony
D. Student Ushers – Barb Daus will give them instructions for both ceremonies.
E. Procession Leaders - 9:30 a.m.: Barb (B) & Clem 2:00 p.m.: Tony & Cori. Commencement Marshal: Laura Anderson (morning) and Dave Zierath (afternoon). Barb Daus coordinates procession of students, faculty & stage party.
F. Volunteers to line up students by college:
   Grad. School: 8:45 a.m.: Barb (B) & Clem. BILSA at 8:45 a.m.: Esther & Rick
   Line up faculty & staff: Barb, Clem, Esther, Bernie, Rick, student senators
   EMS at 1:15 p.m.: Christina & Tony LAE at 1:15 p.m.: Cori & Bernie
   Line up faculty & staff: Tony, Cori, Christina, Bernie, student senators
G. College Banner Carrier(s): EMS- Dustin Schopen BILSA- Emily Jean Yoshino
   LAE: Gina Nauertz, Ryan Schroeder, Kari Pearce
H. Visitor: None

III. Details
A. Flowers – P.O. sent by Joyce Burkholder. (Erschen’s Florist: 348-3433). Set-up by 8 a.m.
B. Stage directions – Barb & Registrar’s Office. Deb Lundell has ordered table cloths for stage tables.
C. TV and sound – Contacted Colleen Garrity for TV (Channel 5). James Ball/Nathan Manwiller.
D. Seating – Dave (L) to give Bala # of students in each row and # of faculty in each row.
Overflow: Use first the PSC's University Rooms (150), Platteville Rooms (84), and Wisconsin Room (60). PSC can accommodate a total of 294. Family & Graduate Brunch will return to the Crossing as the Commencement Luncheon will return to Velzy. Doudna 103 has also been reserved for overflow seating.
E. Music – University Symphonic Wind Ensemble, Matthew Greg Conductor
   Morning song leader Kelsey Klug BILSA. Afternoon song leader Hilary Buttikofer (LA&E).
G. Plaques – Joyce will send order forms to Chappell Studios.
H. EMS/EMT crew – Deb Lundell contacted EMS/EMT & 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>
<th>2 P.M.</th>
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<tr>
<td>LAE:</td>
<td>5</td>
<td>27</td>
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<tr>
<td>Library &amp; Acad. Staff</td>
<td>9</td>
<td>15</td>
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<td>BILSA:</td>
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<td>0</td>
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<tr>
<td>EMS</td>
<td>3</td>
<td>50</td>
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<td>Total</td>
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<td>88</td>
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IV. New Business: Dave K reported that diploma covers are warping and the current vendor is not able to provide good quality item. Bala & Barb Daus will inform David Nevins that fundraising events on commencement day by student groups should not be in the lobby. Through a majority vote on 4/23/08, UCC recommends to Chancellor Markee that college deans be required to select a valedictory speaker and an alternate speaker. UCC would like Chancellor Markee to take actions to insure that the college deans will make sincere efforts to include students in the selection of valedictory speaker for each ceremony.
Information about Commencement Apparel (Proposed Changes)

Commencement is a university ceremony which recognizes academic achievement. Academic apparel is required for the UW-Platteville graduation ceremony.

At UWP, both undergraduate and graduate students wear black robes and black mortarboard caps. All undergraduate students wear a tassel that identifies their academic field of study (see listing below). Graduate students also wear a tassel. Graduate students may choose to wear a tassel that identifies their undergraduate or their graduate academic field of study OR they may choose to wear a black tassel. All undergraduates and graduates wear their tassels on the left side of the mortarboard. It is suggested that students choose shoes and other articles of visible apparel that will harmonize with their academic gowns.

Undergraduate Honors
Only honors bestowed by the University are acknowledged and represented at Commencement.

Undergraduate students who have completed 48 or more credits at UW-Platteville and who have earned a cumulative grade point average of 3.50 or higher wear honor cords stoles. The honor cords stoles are provided by the Office of the Registrar to eligible students. Undergraduate students whose cumulative grade point average is between 3.50 and 3.74 graduate Magna Cum Laude while undergraduate students whose cumulative grade point average is between 3.75 and 4.00 graduate Summa Cum Laude.

International study
Undergraduate international students may wear an international flag stole. This stole is white and features the flag of the student’s home country (right side) and the American flag (left side). The international flag stole is provided, as a gift, by the International Student Club.

UW-Platteville undergraduate students who have spent a full semester in an academic program studying in an international location may wear an international sash. This sash features the colors of the flag of the international location where a student has studied. Eligible students purchase these sashes through the University Bookstore at an approximate cost of $40.

SPECIAL NOTE: Students may wear only one stole/sash. If a student is eligible to wear both an honors cord stole and an international stole/sash, the student may wear both. The student must choose which one he/she will wear.

Master’s Hood
During the UWP commencement ceremony students earning masters’ degrees are ‘hooded.’ Masters’ students carry their masters’ hoods over their right arms during the processional. The University does not provide the masters’ hoods. Students should purchase the hood at the University Bookstore early in the semester in which they plan to graduate. Approximate cost is $25.

Tassel colors
The color designations, by academic program, are as follows:

• Brown – Art & Theater
• Copper – Economics
• Drab – Accounting, Business Administration, Communication Technologies, Computer Science, Industrial Technology Management
• Gold – Chemistry, General Science, Geography, Physics
• Light Blue – Elementary Education
• Maize – Agriculture, Biology, Reclamation, Environment and Conservation
• Orange – Engineering
• Pink – Music
• Royal – Philosophy
• Sage – Physical Education
• Silver Gray – Speech
• White – Criminal Justice, English, Foreign Language, History, International Studies, Mathematics, Political Science, Psychology
• NOTE: Masters’ graduates may choose to wear a black tassel.