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

I. Approve Minutes of Last Meeting: Barb moved and Eric Hopfensperger seconded to approve the minutes of UCC meeting held on 1/31/07 and it was approved unanimously.

II. Personnel Introductions:
A. Senior Valedictory Speaker Selection: Ad Hoc Committee chaired by Dr. Anthony Thomas. Members: Drs. Esther Ofulue & Dan Fairchild, Emily Pedley, Brandon Janes, Eric Hopfensperger, Brad Polzar
B. Valedictory Speakers: 9:30 a.m. ceremony - Katy Schultz (ALTERNATIVE: Matthew Wolfe).
2:00 p.m. ceremony - Becky Adamski (ALTERNATIVE: Ryan Duescher)

C. Recognize Volunteers – See A, D, E, & F also. Countdown to Commencement (Cori Enright, Mohan Gill, Dale Bernhardt, Susan Hilal)

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: Dr. Steve Kleisath (morning) and Mr. Stephen P Zielke (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.
Eric Hopfensperger and one more student senator will also be available to help with line up.

G. Banners: For each ceremony 2 banners will be left on the stage in the respective stands. Bernie Bernhardt will deliver the other two flags to the banner carriers at the track by 1:30 p.m. 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 – UCC approved David M. Nevins to distribute cards to graduates to write thank you notes.

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 both ceremonies 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: 9:30 A.M. 2 P.M.

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<tr>
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<th>9:30 A.M.</th>
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<tbody>
<tr>
<td>LAE:</td>
<td>6</td>
<td>31</td>
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<tr>
<td>Library &amp; Acad. Staff</td>
<td>2</td>
<td>4</td>
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<tr>
<td>BILSA:</td>
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<td>2</td>
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<tr>
<td>EMS</td>
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<td>8</td>
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<td>Total</td>
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IV. Grad School: See below.

V. New Business: Listed in order below.

1. Susan Hilal moved and Eric Hopfensperger seconded that the Registrar’s Office will first use the existing inventory of honor sashes and then switch to honor cords. The motion was approved unanimously. The Registrar’s Office will inform the UCC when the honor cords are used in the future.

2. Options to improve accessibility for graduates with disability will continue to be explored. Graduates with disability are not attending the commencement in May 2007. Colleen Garrity and Todd Duwe will continue to explore the options and report to Chancellor Markee. UCC will be involved when necessary.

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

4. Parking for people with disabilities near the Doudna Lot will not be a problem as per Campus Security.

5. Barb Daus moved and Barb Barnet seconded to allow master's students who have been involved in international programs to wear appropriate stoles or cords as per University Policy on Academic Attire. This motion was approved unanimously. Barb Daus will amend the University Policy on Academic Attire to reflect this decision. In addition, she will work with the Registrar’s Office to publish the University Policy on Academic Attire in appropriate publications and university website.

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

7. Barb Daus moved and Susan Hilal seconded to allow graduates with dual citizenship to wear appropriate stoles or cords as per University Policy on Academic Attire. This motion was approved unanimously.