UNIVERSITY COMMENCEMENT COMMITTEE (UCC) AGENDA
Wednesday, September 15, 2010; Room # 2007 Ullsvik Hall, 8:05 a.m. – 8:50 a.m.

I. Changes/Approval of minutes of previous meeting as posted online at UCC website in May 2010.
II. Approval/Addition of items to agenda.

III. Personnel
   A. Self-Introduction of members. Elizabeth Schaal has been requested to update list of members at the UCC website. Graduate Council will meet on 9/23 and will nominate a representative to serve on UCC. Sue Lindholm and Shari Wedig are invited to attend this meeting.
   B. Selection of Chair and Vice-Chair
   C. Johnathan Predaina, President of Student Senate has been requested to nominate four students or senators to serve on this committee and there has been no response from the Student Senate as on 9/14/2010.

D. Commencement Speaker: Chancellor Shields will inform UCC when speakers are finalized.
E. Senior Valedictory Speaker: Deans will select and inform UCC by 11/5/10.
F. Student Ushers: Barb Daus (?) will coordinate for Student Ambassadors. See attached flow chart.
G. Procession: 2 procession leaders for each ceremony. See UCC task assignment table.

H. Commencement Marshal: Joyce Burkholder (?) will send to the Chair a list of people retiring in fall 2010. Chair will call them in the order of seniority and finalize marshal for each ceremony and request each to send bio-data to Barb Daus (?) to prepare the brochure.
I. Volunteers to line up the students by college and also faculty. See UCC task assignment table.
J. Banners: Chair to work with Registrar’s Office and send memo to Deans after the Countdown to Commencement. Bala will handover banners to banner carriers at the top of the staircase. 2 of the 4 banners will be left on stage at the start of each ceremony.

IV. Fall 2010 Commencement Brochure Publication Schedule (Joyce (?) & Barb (?) will update)
10/21/10 Cover, front and back sections to Joyce from old program for changes (back to publications by ? for changes)
10/28/10 Graduate listings (grad and undergrad) from Registrar’s Office and updates from Joyce
11/3/10 Proof to Deb Lundell in registrar’s office (proof back from Registrar’s Office by 11/5/10)
11/5/10 Biography text from Barb (?) for Principal Speakers, Distinguished Alumni, Commencement Marshals
11/9/10 Proof to Barb (?) and Joyce (?) (proof back from Chancellor’s Office by 11/12/10)
11/12/10 Write up for valedictory speakers from Barb (?)
11/15/10 Proof to Chancellor’s Office of valedictory speakers (proof back to publications by 11/16/10)
11/17/10 Final proofs to Chancellor’s Office and Registrar’s Office (final ok needed by afternoon of 11/18/10)
11/19/10 To printer
12/7/10 Programs delivered to campus
In spring 2010 there were too many extra copies and the number of copies is specified by the Registrar’s Office. How do we decide the # of copies to print?

V. Details
   A. Flowers: Joyce (1234) usually prepares P.O. and sends it out. Who will do that now?
   B. TV Hookup, Sound, Track, & Rooms: Informed Kelly Jo Hadfield (1301), 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.
   C. Music: The University Symphony Band will provide the music and Matt Gregg will be the conductor. Dan Fairchild will send details of song leaders to UCC by 11/5/10. Song Leaders will be provided directions. See new business agenda.
   D. Pictures and Plaques: Joyce (?) will prepare P.O. and coordinate after the ceremonies.
   E. EMT: Deb Lundell (1321) has called & reserved.
   F. Stage, band equipment, international flags & room set up:
Bala worked with previous Chancellor Carol Sue Butts, Physical Plant, and Athletic Office and arranged for the fieldhouse to be available for set up on Friday (12/10/10) night after 6 p.m. Band equipment, international flags, floor covering, chairs, etc will be transported and set up on Friday night. Room will be secured after set up.
VI. Countdow to Commencement: 2 volunteers for each time slot to be at the reception table. See UCC task assignment table.

VII. Old Business
A. Some guests complained about not knowing the time at which the doors opened and times of no entry.
B. Feedback from spring 2010 ceremonies:
1. Flags, band equipment, etc were not transported & set up on Friday night. See document from the Athletic Office to resolve this problem. Tony Isabel, Nathan Manwiller, Barb Daus and others may add comments.
2. Set up crew had to do their regular duty and there was chaos on Saturday morning.
3. International flag poles were damaged during transportation. Bala arranged for these to be repaired by the carpenter at the Physical Plant. Peter Davis, Director of Facilities Management, has the damaged flag poles in his office. The paint shop is working on getting a match to the color of the poles so the paint shop can repair them. They were delivered to his office wrapped together in some sort of flexible plastic container with rubber bands. The poles were rubbing together in that packaging causing additional damage. He plans on finding a suitable packaging for these flags, along with some sort of transport media. He does not have anything yet, but he will take care of it soon.
4. Ticketing: Colleen Garrity, Director of Media Technology Services, reports that the Box Office gave out tickets to seats where they locate the camera. See recommendation from the subcommittee on ticketing to block those seats off. There were problems with # of tickets issued and graduates who did not reserve tickets. There were also problems with guests who had special needs. See new business agenda item on ticketing.
5. Environmentally Friendly Graduation Gowns:
   - http://articles.mccall.com/2010-04-03/news/all-a6_5gowns.7226161apr03_1_gowns-graduation-green-alternatives

Bala met with Shari Wedig, University Bookstore Manager and she has provided a sample. Fall 2010 pricing will be provided at the meeting. The cost will be a few dollars more than the gown we are currently using which is $30.00 for the cap, gown and tassel unit.
6. Overflow: KellyJo Hadfield reported the following:
   - For the morning ceremony we had 42 people in the PSC and 8 in Doudna
   - For the afternoon ceremony we had 87 in the PSC and 0 in Doudna
7. Noise / Disturbance from audience at the Ceremony: There were none. Chancellor to make request for decorum at the beginning of ceremony and remind that campus police will escort out people who cause disturbance.
8. Colleen Garrity, Director of Media Technology Services reported that we had 59 people watch the live streamed video and 96 on demand views of the morning ceremony and 56 live and 57 on demand views of the afternoon ceremony.
9. Additional comments from other members

VI New Business
A. Start morning ceremony at 9 a.m. and afternoon ceremony at 2 p.m. Set up room from 6 p.m. on Friday night and complete all set up by 8 a.m. on Saturday.
B. Repair the poles used for the college banners. Refinish/repaint poles. Replace dowel pins at the top of each pole. Deb Lundell/Dave Kieckhafer will work with Peter Davis/Tony Isabel and get this done before 12/11/2010. Committee must vote on approving these expenses in fall 2010.
C. Orange and blue robes used by processions leaders and commencement marshal were transferred from the Chancellor’s office to Registrar’s Office two years ago. They need be cleaned and loose seams must be sewn together. Committee must vote on approving these expenses in fall 2010.
D. The international flag pole tops (acorns) which are permanently attached, should not to be removed to be used on other flags on the stage. This has been done in the past. If those other flags (Wisconsin flag- U.S. flag etc.) need tops, they should be purchased now. How many are needed? Committee must vote on approving these expenses in fall 2010.
E. Current policy on commencement apparel. Student Senate has not suggested a revised policy document and therefore the current policy will continue.
F. Current estimate of graduates from the Registrar’s Office: We will have correct numbers after the Countdown to Commencement for morning and afternoon ceremonies.

G. 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 Police and therefore Campus Police 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 Police.
   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.

H. Memo was sent on 8/24/10 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. 2010.

I. 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.

J. Joyce Burkholder coordinates sending memos to faculty and academic staff, commencement speakers, Chancellor’s guests, etc. Will also order flowers for stage, proofread brochure, order plaques, order of lunch for staff, etc.

K. David Kieckhafer and his office staff coordinate transport of robes for procession leaders and commencement marshal, 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. Will at least 3 copies of list of graduates for volunteers to use for lining up graduates at the track for each ceremony.

L. Tony Isabel coordinates all arrangements in the room and stage and will be available via phone or walkie-talkie on Friday night and Saturday morning until commencement ceremonies are over. Colleen Garrity coordinates TV services. Nathan Manwiller coordinates Tech. Services. Room must be ready for opening to public by 8 a.m. for the 9 a.m. ceremony and 1 p.m. for the 2 p.m. ceremony.

M. Next Meeting: Date & time to be decided by UCC. Room to be reserved by Chair.

N. Ticketing: Barb Daus will present subcommittee (Amy Nemmetz (Distance Education), Box Office representative, Dave Kieckhafer, Barb Daus, Alumni Office Representative & Bala) report:
   - Actions to preempt complaints about tickets and calls from parents whose student did not request any tickets.
   - Addressing concerns from Distance Learning. Graduates to be given deadline for deciding about attendance.
   - Issue 4 tickets per graduate initially and 2 more after middle of Nov.
   - Registrar’s Office and Tianna Conway, Manager, Box Office to coordinate information to be provided to graduates and their parents about seating of guests with special needs.
   - Use tickets in December too for consistency even though we only used about 1500 of the total seats without issuing tickets.

O. Environment friendly commencement apparel: What does the committee wish to do?

P. Tassel color: Dave Kieckhafer

Q. The song leaders may not have received any instruction from the music department in spring 2010. We need to outline the protocol that is to be used (singer in a commencement gown; singer sitting in the most westerly chair in the back row of the music ensemble; singer going to the stage when the commencement marshal exits the stage after the processional; band member removing microphone and stand after National anthem; singer joining his/her college to walk across the stage and then returning to seat in front; band member placing the microphone/stand on the stage during the 'final recognition' (that being the parents, grandparents etc) and singer simultaneously going onto the stage. Matt Gregg will convey the protocol to the song leader. If there was a problem in the spring of 2010 it was the first one we have encountered in the history of the song leaders. Barry Ellis and Matt Gregg have always given specific instructions to the song leader and will continue to do so.
UWP Graduation

Williams Fieldhouse Gymnasium set up policy

In order to have this set up go off smoothly every year these timelines must be met by the parties involved.

The Athletic, Physical Education, and Intramural/Recreation Departments will need to be out of the Bo Ryan Court Gymnasium by 6pm on the Friday preceding graduation. If the gymnasium is available earlier in the afternoon the Williams Fieldhouse Scheduling Coordinator will be in contact with the Custodial Supervisor and the Technical Services Director letting them know they can start their set ups earlier.

At 6pm the Physical Plant Custodial crew and the Technical Services crew will take over the Bo Ryan Court for their set up responsibilities. These two groups will coordinate their efforts to achieve maximum efficiency.

The Pioneer Activity Center Indoor Track and Multi-area will be closed on Graduation until both ceremonies are completed. The track area can be used anytime that morning for graduates to line up by college.

These timelines were accepted by Curt Fatzinger (WFH Scheduling Coordinator), Pete Davis (Physical Plant Director) and Nathan Manwiller (Technical Services Director) as signed below.

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<tr>
<th>Curt Fatzinger</th>
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<td>WFH Scheduling Dir.</td>
<td>Physical Plant Dir.</td>
<td>Technical Services Dir</td>
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### UCC Member List & E-mail Addresses

"Dennis J Shields" <shieldsd@uwplatt.edu>; "Corinne Enright" <enrightc@uwplatt.edu>; "Denise McNamara" <mcnamarad@uwplatt.edu>; "Eugene Alcalay" <alcalaye@uwplatt.edu>; "Louis I Nzegwu" <nzegwu@uwplatt.edu>; "Lisa A Riedle" <riedle@uwplatt.edu>; petersp@uwplatt.edu; jeske@uwplatt.edu; thomasto@uwplatt.edu; fairchig@uwplatt.edu; burkholj@uwplatt.edu; daus@uwplatt.edu; nemmetza@uwplatt.edu; kreulam@uwplatt.edu; kieckhaferd@uwplatt.edu; marquars@uwplatt.edu; Garrity@uwplatt.edu; manwilln@uwplatt.edu; johnsonk@uwplatt.edu; "Richard L Bockhop" <bockhopr@uwplatt.edu>; "Swaminat Balachandran" <balachas@uwplatt.edu>;

### COMMENCEMENT DAY FLOW CHARTS

The following pages provide directions to student ambassadors, procession leaders and commencement marshal. See the commencement brochure for additional details about stage party and stage layout.
**UW-P Commencement – Morning 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**

Faculty & Instructional Academic Staff

Procession Leaders must count # of chairs/row.

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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 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 column.
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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 XXX  X X X X X
Procession Leaders must count # of chairs/row.

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

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.
W-P Commencement – Afternoon 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
Faculty & Instructional Academic Staff
X X X XXX X X X X X
Procession Leaders must count # of chairs/row.

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

Chancellor’s Reserved Seats

Gym
Stage Party
Stairs

Stage Party uses Athletic Office to get ready.

Commencement Marshal (CM)

IN: Mace will be in the Athletic Office. CM 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, CM 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.
Information about Commencement Apparel (Current Policy, April 2009)

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. The honor cords 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 standard size stole/sash. If a student is eligible to wear both an honors cord and an international stole/sash, the student may wear both.

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.

Commencement Apparel – Proposed Revisions. Student Senate to Revise/Approve.
Ad Hoc Committee Members: Cori, Barb, Juedes, Devine, Rick.

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**SPECIAL NOTE:** Students may wear only one standard size stole/sash. If a student is eligible to wear both an honors cord and an international stole/sash, the student may wear both. A student who is recognized by registered student organizations on campus may add letters or emblem of those organizations to the single standard size stole they are allowed to wear. The single standard size stole and the letters or emblems that are added to that stole must be formally approved by a subcommittee consisting of the UCC Chair, vice-chair, assistant to the Chancellor, and a student senate representative.

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