UNIVERSITY COMMENCEMENT COMMITTEE
Minutes of Meeting on Wed., April 29, 2009, 2510 Ullsvik Hall. 8:05 a.m. – 8:50 a.m.

I. Approve Minutes of Last Meeting: Rick moved, Barb (B) seconded and it was approved unanimously.

II. Personnel Introductions:
A. Senior Valedictory Speaker: 4/3/09 deadline; BILSA – Speaker: Derek Dietmeier & Anne Killian is the alternate. LAE – Speaker: Eugene Woehrle (Criminal Justice major) & Tiffany Hess is the alternate. EMS – Speaker: Steven Prouty (BSCE) & Megan Murphy (engineering physics) is alternate.
B. Recognize Volunteers: Countdown to Commencement & Commencement (Mohan, Amy (N), Esther, Rick)
C. Commencement Speakers: See commencement brochure for 9:30 a.m. ceremony & 2:00 ceremony
D. Student Ushers: Use Student Ambassadors – Barb Daus. See e-mail sent by Bala last week. Use revised flow chart distributed by Bala for ambassadors, procession leaders, Registrar’s Office, & stage party.
E. Procession: 9:30 a.m.: Barb (B) & Clem 2:00 p.m.: Tony & Cori. Directions were e-mailed last week. Commencement Marshal: Michael Lewis (morning) and Laurel Skrede (afternoon). Barb Daus coordinates procession of students, faculty & stage party.
F. Volunteers to line up students by college: See Table of committee assignments.
G. College Banner Carrier(s): LAE: Kelly Grandon. BILSA: Derek Dietmeier, John Riewerts, Amber Zeamer. EMS: Mike DeAmico. Amy Nemmetz coordinates banners for both ceremonies.
H. Visitor: David Nevins & Career Center will distribute thank you notes & surveys.

III. Programs: Commencement Program Publication Schedule Spring 09
4/1/09 Biography text from Barb
4/22/09 To Printer
4/3/09 Deadline for plaques.
4/13/09 LA&E: Mike DeAmico.
4/15/09 Proof to Barb and Joyce
4/22/09 To Printer
5/6/09 Programs delivered to campus

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 inform Bala any major changes by 9 a.m. and 1 p.m.

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: UW-Platteville Symphonic Wind Ensemble - Barry Ellis, Conductor. Morning Song Leader: Jaclyn Leonhard BILSA. Afternoon Song Leader Jenny Van Haren LA&E.
F. Pictures & Plaques: Chappel Studios has been acquired by Grad Trak Graduation Images. Joyce will send order forms for plaques. Bala contacted Ms. Sandy Donlevy (800-628-4509) who handles UW-P account. Arranged for photographers. Updated info.
G. EMS/EMT crew – Deb Lundell contacted EMS/EMT & arranged for EMTs. (348-9741 X 271)
H. 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.

I. Faculty & Staff Attendance: 9:30 A.M. 2 P.M.

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<thead>
<tr>
<th></th>
<th>9:30 A.M.</th>
<th>2 P.M.</th>
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<tbody>
<tr>
<td>LAE:</td>
<td>6</td>
<td>34</td>
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<tr>
<td>Library &amp; Acad. Staff</td>
<td>-</td>
<td>-</td>
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<tr>
<td>BILSA:</td>
<td>21</td>
<td>1</td>
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<tr>
<td>EMS</td>
<td>4</td>
<td>43</td>
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<tr>
<td>Total</td>
<td>31</td>
<td>78</td>
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</tbody>
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Grad. School total of 133 includes 31 Chinese graduate students.

IV. New Business:
1. Jan Siegert suggested that flower arrangement for commencement may be a project for the greenhouse/Horticulture Club. Bala talked with Dawn Lee & Mike Compton requested such support for fall 2009 and also every semester in the future. Their answer is NO at present.

2. Theron E. Parsons IV, Professor of Psychology & Alcohol and Drug Committee: ADC "duties" that refers to coordinating with Commencement committee in regards to alcohol issues during graduation. Cori moved, Amy seconded and UCC unanimously decided: Registrar’s Office will add to letter sent to graduates - "Commencement is a 'no use event' and if you are believed to be intoxicated you may be asked to leave the ceremony".

3. College deans are required to select a valedictory speaker and an alternate speaker. Alternate speaker will be listed in the program.

4. Subcommittee (Cori, Barb(D), Tim, Devine, Rick) to finalize meeting times to finalize the academic regalia guidelines. Current guidelines are attached and will be enforced until the new guidelines become available.

5. Subcommittee (Barb(D), Dave (L & K), Scott, Nathan) to finalize meeting times to plan for fall 2009 commencements. First meeting of this subcommittee will be in Oct. 2009. The drawing provided by the campus planner was used to discuss seating arrangements with new bleachers.

6. 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.

7. If a committee member does not show up for assigned works on the day of commencement, then that person must arrange for a substitute faculty member or academic staff to take care of the assigned work. Bala arranges for reimbursing Dave Langkamp for pizza for dinner for custodial staff.

8. 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.

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


12. Stage & ramp testing on 2/18/09: Dave Langkamp will ensure that stage is centered in the area.

13. Countdown to Commencement: Colleen Garrity and her section will have a table to publicize streaming video of ceremonies. Sue will ensure that the event is listed at UW-P website and the UW-P calendar of events.

14. After detailed discussions, it was decided that the Registrar’s Office will develop a form that will summarize the university policy about future graduates walking in commencement ceremonies before they complete all the graduation requirements. The form will be signed by those who seek the permission to walk in commencement ceremonies before they complete all the graduation requirements. The form will state that name of graduate will appear only in the brochure for the semester in which that person completes the graduation requirements.

15. Ordered cable covers to prevent guests from tripping over cables in the aisles. Colleen will share these with Nathan (1230).

16. Info sent to Faculty Senate. Faculty Senate does not like the Option #1: Move faculty section to the back of the room and Option #2: Faculty to come in procession and go out of the room and not sit down. Faculty Senate recommended having three commencement ceremonies each semester, if necessary. The Senate suggests that local schools may be contacted to have live music during the ceremonies if the Music Department cannot find the song leader and band for all the ceremonies. Music Department does not like that suggestion from faculty senate.
**UNIVERSITY COMMENCEMENT COMMITTEE ASSIGNMENTS, SPRING 2009**

<table>
<thead>
<tr>
<th><strong>Countdown to Commencement, 3/11/2009, Ullsvik Hall, Velzy South</strong></th>
<th><strong>COMMENCEMENT, 5/9/2009</strong></th>
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<tbody>
<tr>
<td>2:30 p.m. – 3:30 p.m.</td>
<td><strong>BANNERS</strong></td>
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<td>3:30 p.m. – 4:30 p.m.</td>
<td><strong>PROCESSION LEADERS</strong></td>
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<td>4:30 p.m. – 6:00 p.m.</td>
<td><strong>LINE UP STUDENTS, STAFF &amp; FACULTY</strong></td>
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<tr>
<td>Mohan Gill</td>
<td>Morning 9 a.m.</td>
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<td>Dan Fairchild</td>
<td>Afternoon 1:30 p.m.</td>
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<td>Amy Nemmetz</td>
<td>Mohan Gill</td>
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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.