



THE UNIVERSITY OF TEXAS AT DALLAS

800 WEST CAMPBELL ROAD, SPN10; RICHARDSON, TEXAS 75080-3021

May 31, 2017

MEMORANDUM

TO: The Academic Council

FROM: Judy L. Barnes, ^{fill} Director of University Events

SUBJECT: Annual Report of the Commencement Committee, 2016-2017

1. Membership

The Commencement Committee is a University-wide Standing Committee appointed by the President not reporting to the Academic Senate, The University of Texas at Dallas.

The voting members of the Commencement Committee included two members of the faculty, Kathryn Evans (School of Arts and Humanities) and Francesca Filbey (School of Behavioral and Brain Sciences); and two student representatives including the President of Student Government Akshitha Padigela, and Undergraduate Student, Nancy Fairbank (UG-EPPS).

Non-voting members included: Director of University Events, Judy Barnes (Chair); Speaker of the Faculty, Tim Redman (Vice Chair); University Registrar and Director of Academic Records, Jennifer McDowell; Associate Vice President for Business Affairs, Rick Dempsey; Dean of Undergraduate Education, Andy Blanchard; Dean of Graduate Studies, Marion Underwood; Chief of Police, Larry Zacharias; Bookstore Manager, Rawn Johnson; Dean of Students, Amanda Smith; Media Services Representative, Darren Crone; Alumni Relations Representative, Melinda Mendoza, Office of Communications, John Walls (replaced Kamrhan Farwell) and Rena Piper, Event Manager from the University Events. [Attendance report attached.]

2. Meetings

Two meetings of the Commencement Committee were conducted during the 2016-2017 academic year. A meeting held on September 23, 2016 where we discussed the Spring, 2016 ceremonies results and upcoming Fall, 2016 ceremonies. [Meeting agenda and minutes are attached.]

The second meeting of the Committee was held on January 26, 2017 to discuss Fall, 2016 results and in preparation for the Spring, 2017 commencement ceremonies. [Meeting agenda and minutes are attached.]



Commencement Committee

September 23, 2016

AGENDA

- I. Welcome
 - a. New Committee Members
- II. Review of Spring 2016 Commencement
 - a. 7 Ceremonies
 - b. New: entry way, orator, gonfalons on top stage, registrar hand diploma cover
- III. Fall 2016 Commencement
 - a. Initial Application and RSVP Numbers
 - b. 7 Ceremonies – 4 Friday and 3 Saturday
 - c. Dates—December 16-17
 - d. Countdown to Commencement—September 27
- IV. Discussion
 - a. Keepsake regalia—bachelor and masters
 - b. Staging—ramp to side
 - c. Student Speakers—Deadline October 31 (automated...eLearning)
 - d. Challenges—parking, construction
 - e. One Commencement and school-based ceremonies
 - f. Miscellaneous



Commencement Committee September 23, 2016

MINUTES

- I. In attendance: Judy Barnes, Darren Crone, Kamrhan Farwell, Melinda Mendoza, Rena Piper, Kathryn Evans, Akshitha Padigela, and Nancy Fairbank
- II. Welcome
 - a. New Committee Members
- III. Review of Spring 2016 Commencement
 - a. 7 Ceremonies
 - b. New: entry way, orator, gonfalons on top stage, registrar hand diploma cover
- IV. Fall 2016 Commencement
 - a. Initial Application and RSVP Numbers
 - b. 7 Ceremonies – 4 Friday and 3 Saturday
 - *With Hooding taking place Thursday evening.*
 - *Due to timing, schedule has been set and approved. All agreed with set schedule.*
 - c. Dates—December 16-17
 - *All agreed on dates for ceremonies.*
 - d. Countdown to Commencement—September 27
- V. Discussion
 - a. Keepsake regalia—bachelor and masters

- *New regalia will be phased in for the fall semester and moving to spring being the only approved regalia.*
 - b. Staging—ramp to side
 - c. Student Speakers—Deadline October 31 (automated...eLearning)
 - d. Challenges—parking, construction
 - e. One Commencement and school-based ceremonies
- *SG students still voice interest in having several commencements vs. one*
 - f. Miscellaneous
- *SG students requesting tossing of caps at the end of each commencement ceremony. Barnes will run idea by President for input/approval.*



Commencement Committee January 26, 2017

AGENDA

- I. Welcome
- II. Review of Fall 2016 Commencement
 - a. 7 Ceremonies--statistics
 - b. New: President, regalia, record faculty participation (A/H, ATEC, BBS), new carpet, military surprise.
- III. Spring Commencement
 - a. Dates—May 10-13
 - b. Initial Application and RSVP Numbers
 - c. 8 Ceremonies -- four recommendations
 - Hooding day/time—Wednesday at 1 pm
 - Honors day/time—
 - Ceremony days/times
 - d. Propose to President and Provost
 - e. Countdown to Commencement—February 14, 2017
- IV. Discussion
 - a. Student proposal—toss hats
 - b. Regalia enforced
 - c. Student Speakers—Deadline: March 24, 2017
 - d. Miscellaneous



Commencement Committee

January 26, 2017

MINUTES

- I. In attendance: Judy Barnes, Andy Blanchard, Darren Crone, Rick Dempsey, John Walls, Rawn Johnson, Jennifer McDowell, Amanda Smith, Marion Underwood, Larry Zacharias, Kathryn Evans, Francesca Filbey, Akshitha Padigela and guests Sai Saripella and Mareze Crone
- II. Welcome
- III. Review of Fall 2016 Commencement
 - a. 7 Ceremonies--statistics
 - b. New: President, regalia, record faculty participation (A/H, ATEC, BBS), new carpet, military surprise.

Regalia sales went really well and the new regalia was well received. Dr. Blanchard inquired what the maximum on the stage is and Judy stated that 45 was pushing it, but 50 would be the absolute Max. Jennifer stated that it does not leave a lot room for people to move back that way.

Wireless access did not work but Darren's team will work on it.

Web trends. Visits (going to the website) and views (actually viewing the video) was up 30%.

Do we still want to do CD's? Ron stated that they are not part of HighEd but they do get a lot of calls regarding the CD's. Darren's team will look at what they can do.

- IV. Spring Commencement
 - a. Dates—May 10-13
 - b. Initial Application and RSVP Numbers

c. 8 Ceremonies -- four recommendations

- Hooding day/time—Wednesday at 1 pm
- Honors day/time—
- Ceremony days/times

- *Dr. Underwood Inquired if we can do graduate and undergraduate ceremonies for ENCS. Judy will ask Dr. Spong and look at previous year's statistics.*
- *Dr. Underwood prefers option 1. It is more family friendly.*
- *Dr. Blanchard likes that honors and hooding is on a separate day, it makes it more special.*
- *Student government inquired if it would be more rushed. Judy and Dr. Underwood ensured that it is never rushed and would be the same as usual.*
- *Student government inquired if we can check public school's calendars. Judy noted that her observation is that attendance numbers are low for children. Dr. Underwood stated that she would recommend that people pull out their kids for such a special occasion. Amanda stated that she worked in a public school and they encouraged children to attend graduations.*
- *Dr. Underwood stated that if honors is at 10am then it would be okay for hooding to be at 1pm, however, if honors move to 11am then hooding would need to be moved to 2pm.*
- *Judy stated that no Saturday would benefit RO. Jennifer stated that either way, we will be there.*
- *Dr. Blanchard stated that instead of convenience, we should look at tradition. With honors and hooding being isolated on one day, that makes it more special. He also like to look at the long term.*
- *Kathryn stated that if the goal is to get more students to attend then looking at the statistics it seems as if attendance drops on Saturdays and the last one on Fridays. Earlier is better.*

d. Propose to President and Provost

- *Judy want to propose two options. Agreed that the first two options without ceremonies on Saturdays will be presented.*

e. Countdown to Commencement—February 14, 2017

V. Discussion

a. Student proposal—toss hats

- *Dr. Benson asked for time to think about it. Judy went through the dangers.*

b. Regalia enforced

- *We need to put language out there. Ron stated companies are targeting students and they are buying regalia they can't use. He also stated that there will be a drawing to give away 2 sets of regalia.*

c. Student Speakers—Deadline: March 24, 2017

d. Miscellaneous

Spring 2017 Commencement Ceremony Options
Honors, Hooding +8 Ceremonies
(NOTE President selected highlighted option)

<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>	<i>Saturday</i>
10am Honors	9am #1	9am #5	
	11:30am #2	11:30am #6	
1pm Hooding	2pm #3	2pm #7	
	4:30pm #4	4:30pm #8	

Wednesday	Thursday	Friday	Saturday
10am Honors	9am #2	9am #6	
	11:30am #3	11:30am #7	
1pm Hooding	2pm #4	2pm #8	
4:30pm #1	4:30pm #5		

<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>	<i>Saturday</i>
10am Honors	9am #1	9am #4	9am #7
	11:30am #2	11:30am #5	11:30am #8
1pm Hooding	2pm #3	2pm #6	

<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>	<i>Saturday</i>
	10am Honors	9am #3	9am #6
		11:30am #4	11:30am #7
1pm Hooding	2pm #1	2pm #5	2pm #8
	4:30pm #2		

COMMENCEMENT COMMITTEE 2016-2017

Category	First	Last	Title	9/23/2016	1/26/2017
Ex-Officio	Judy	Barnes	Director of University Events (Chair)	X	X
Ex-Officio	Andy	Blanchard	Dean of Undergraduate Education		X
Ex-Officio	Darren	Crone	Media Services	X	X
Ex-Officio	Rick	Dempsey	Associate VP for Facilities Management		X
Ex-Officio	Kamrhan	Farwell	Office of Communications	X	left UTD
Ex-Officio	John	Walls	Office of Communications		X
Ex-Officio	Rawn	Johnson	Bookstore Manager		X
Ex-Officio	Jennifer	McDowell	University Registrar and Director of Academic Records		X
Ex-Officio	Melinda	Mendoza	Alumni Services	X	
Ex-Officio	Rena	Piper	Event Manager - University Events	X	
Ex-Officio	Tim	Redman	Speaker of the Faculty (Vice Chair)		
Ex-Officio	Amanda	Smith	Interim Dean of Students		X
Ex-Officio	Marion	Underwood	Dean of Graduate Studies		X
Ex-Officio	Larry	Zacharias	Chief of Police		X
Faculty	Kathryn	Evans	Faculty Appointment (A&H)	X	X
Faculty	Francesca	Filbey	Faculty Appointment (BBS)		X
Students	Ashitha	Mathew	Student Representative (Sr.-NSM)	Replaced	
Students	Akshitha	Padigela	Student Government President	X	X
Guest	Nancy	Fairbank	in lieu of Ashitha Mathew	X	decline
Guest	Sai	Saripella	in lieu of Nancy Fairbank		X
Guest	Mareze	Crone	Office of the Registrar (in lieu of Rena Piper)		X