University of Wyoming Commencement Review Task Force:

Recommendations

Charge to Task Force

- **Reduce Cost** – Current configuration costs university $250,000.00 annually.

- **Limit** to a single day.

- **Limit** session length to 2 hours.

UW Commencement Slide 2

UW Commencement Taskforce Recommendations

May 2018 Commencement

UW Commencement Taskforce Recommendations

May 2018 Commencement

THREE YEAR CALENDAR

Saturday, May 12, 2018

Saturday, May 18, 2019

Saturday, May 16, 2020

UW Commencement Taskforce Recommendations

May 2018 Commencement

PAST

- **College**
- **Multiple days**
- **Multiple venues**

NEW

- **Three sessions all university**
- **Single day**
- **Single venue**

UW Commencement Taskforce Recommendations

May 2018 Commencement

PAST

- **Multiple Locations**

NEW

- **Single Location – Arena Auditorium**

UW Commencement Taskforce Recommendations

May 2018 Commencement

PAST

- **Multiple days**

- **Multiple times**

NEW*

- **Single day – Saturday**

- **Three 2 hour sessions – 8:30 AM, Noon, 3:30PM** (Rotate undergraduate session times annually)

*The Law School will continue to hold its own commencement as is traditional with law schools nationally.

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UW Commencement Taskforce Recommendations

May 2018 Commencement
NEW*

- **Three 2 hour sessions – 8:30 AM, Noon, 3:30PM**
  - *Session 1:* **Undergraduate –Arts & Sciences, Education, & Haub School**
  - *Session 2:* **Graduate – All University**
  - *Session 3:* **Undergraduate - All other colleges and schools**

  * The Law School will continue to hold its own commencement as is traditional with law schools nationally.

May 2018 Commencement

OTHER RECOMMENDATIONS

Graduate Commencement Procedures*

- **Pick Up Cap and Gown**
  - **Give graduates 1 copy of the University Commencement Program at this time.**

* Law school participation in graduate commencement is optional and will continue to hold its own session.

UW Commencement Taskforce Recommendations

May 2018 Commencement

OTHER RECOMMENDATIONS

Graduate Commencement Procedures

- **Hooding of Master's graduates occurs off-stage.**
  - Floor manager appointed to manage the cue or "chute."
  - Readers announce name and field of study for masters' candidates using a pre-printed card.
  - Pre-select and train masters' hooding marshals for hooding masters' candidates off-stage.

UW Commencement Taskforce Recommendations

May 2018 Commencement

OTHER RECOMMENDATIONS

Graduate Commencement Procedures

- **Hooding of doctoral candidates to occur on-stage.**

  – **Stage manager of doctoral cue to move doctoral candidates into place.**

  – **Readers to announce candidate name, name of chair, and field of study using a pre-printed card.**

UW Commencement Taskforce Recommendations

May 2018 Commencement

OTHER RECOMMENDATIONS

Graduate Commencement Procedures

- **Hooding of doctoral candidates** (continued)
  - **Doctoral chairs that want to participate in doctoral hooding process must attend a mandatory pre-training session.**
  - **Doctoral hooding training could consist of viewing a pre-recorded hooding process video available online or arrive early to the graduate commencement ceremony, 11:15 AM, and attend a process training for hooding doctoral candidates.**

UW Commencement Taskforce Recommendations

May 2018 Commencement

OTHER RECOMMENDATIONS

Graduate Commencement Procedures

- **Hooding of doctoral candidates** (continued)

  – **If Doctoral Chairs can't view the video training or attend early, hooding marshals at the ceremony can demonstrate the proper hooding process off stage.**

UW Commencement Taskforce Recommendations

May 2018 Commencement

OTHER RECOMMENDATIONS

- **Processional and Recessional**
  - **Needs to be done in under 15 minutes as a part of the ceremony**
  - **Gonfalons**
    - **College Only, No Departments/Schools**
    - **Carried into the AA by Floor Marshalls**

May 2018 Commencement

OTHER RECOMMENDATIONS

- **Processional and Recessional**
  - **8 Marshals per commencement needed for floor management**
  - **Music** *(Options to choose from)*
    - **Jazz Ensembles 1 & 2, Jazz Combo, Brass Quintets**
    - **Other campus-based performance groups**
    - **Bagpipe and drum corps**

May 2018 Commencement

<u>OTHER RECOMMENDATIONS</u>

- **Processional and Recessional**

  - **We recommend live performance groups to avoid costly pre-recorded music licensing issues.**

  - **Announcers**

    - **We recommend hiring two or three experienced and notable announcers.**

UW Commencement Taskforce Recommendations

May 2018 Commencement

OTHER RECOMMENDATIONS

- **Colors**
  - **Post colors during commencement exercise not before.**
  - **Play and invite audience to sing the National Anthem.**
  - **Retire colors prior to recessional as preferred by the military.**

May 2018 Commencement

<u>OTHER RECOMMENDATIONS</u>

- **Reading of Names**

  - **4 readers needed per commencement session, 2 at each ramp entry**

  - **Stage Manager will cue when to move candidates into position**

UW Commencement Taskforce Recommendations

May 2018 Commencement

OTHER RECOMMENDATIONS

- **Reading of Names**
  - **Process:**
    - **Graduate Students –**
      - **Doctoral Candidates - Announce Degree Recipient Name, Name of Dissertation Chair or Hooding Helper, Field of Study**
      - **Masters' Candidates – Announce Degree Recipient Name, Field of Study**

UW Commencement Taskforce Recommendations

May 2018 Commencement

<u>OTHER RECOMMENDATIONS</u>

- **Reading of Names**
  - **Undergraduate Students –**
    - Announce Program, School, or Department, Honors graduation (*Summa Cum Laude, Magna Cum Laude,* and *Cum Laude*) and be recognized.
    - is applicable, and Degree Recipient Name
  - **Stage managers use a timer and cue lighting system to keep the reading of names moving efficientl**y.

UW Commencement Taskforce Recommendations

May 2018 Commencement

OTHER RECOMMENDATIONS

- **Reading of Names** (Undergraduates continued)

  - **Program Coordinator or Department Head leads undergraduates to stage by program, school or department**

  - **Marshals move students and program coordinator/department head into lines on two sides of stage/platform entry.**

UW Commencement Taskforce Recommendations

May 2018 Commencement

OTHER RECOMMENDATIONS

- **Reading of Names (Undergraduates continued).**

  - **Readers read name of the department, program or school on a card given to the first graduate in a group by the program, school or department head, then readers read the names of each undergraduate candidate .**

  - **2 Photographers are located off stage to take photos on two sides of platform or stage.**

UW Commencement Taskforce Recommendations

May 2018 Commencement

OTHER RECOMMENDATIONS

- **Commencement Program**
  - **1 program for all commencement ceremonies.**
  - **Put up a sign at each distribution point requesting guest to pick up "Only one copy per person" and information saying that more digital copies are available online @ a specified web address.**

UW Commencement Taskforce Recommendations

May 2018 Commencement

OTHER RECOMMENDATIONS

- **Commencement Program** (continued)

  – **List Graduate Student's Name, Degree, and Field of Study.**

  – **List Undergraduate Student's Name, Degree and Field of study, honors graduation within a program, school, or department.**

UW Commencement Taskforce Recommendations

May 2018 Commencement

OTHER RECOMMENDATIONS

- Speakers *(These are options to choose from)*
  - Keynote Address
    - 1 speaker
    - 10 minute limit
    - Honorary Doctorate Recipients
    - High Profile Speakers are paid for through fund raising.
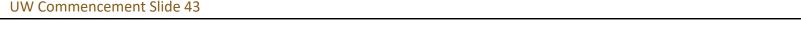   - No Pay for high profile local, state or UW alumni speakers.

UW Commencement Taskforce Recommendations

May 2018 Commencement

OTHER RECOMMENDATIONS

- **Speakers** *(These are options to choose from)*
  - **Student Speaker** *(These are options to choose from)*
    - **One student speaker**
    - **5-7 minute time limit**
    - **Open call for submissions to be selected by a student speaker selection committee.**

UW Commencement Taskforce Recommendations

May 2018 Commencement

OTHER RECOMMENDATIONS

- **Speakers (continued)**

  - **Student Speaker *(These are options to choose from)***

    - **Recommend an earlier process and decision timeline for Tobin and Spitaleri winners as potential speakers.**

    - **Committee to review student speech content and time.**

    - **Assign one speaker to each of the Undergraduate and Graduate Ceremonies.**

May 2018 Commencement

OTHER RECOMMENDATIONS

- **Physical Set Up of the Stage in the Arena Auditorium**
  - Dual Ramps for entering the stage platform on two sides.
  - Exit ramp down the center of stage.
  - Set floor for 600 graduates allowing room for movement of graduates to lines at the two stage entry areas.

UW Commencement Taskforce Recommendations

May 2018 Commencement

DUAL RAMP – SINGLE RAMP EXIT SET UP

May 2018 Commencement

OTHER RECOMMENDATIONS

- **Physical Set Up of the Stage in the Arena Auditorium** (continued)

  – Faculty seated in auditorium seats near the floor in a designated section

  – Platform guest include honored guests, speakers, Trustees, President, Provost, VPs, and Deans.

May 2018 Commencement

OTHER RECOMMENDATIONS

- **Physical Set Up of the Stage in the Arena Auditorium** (continued)

  - **Students are congratulated by two sets of academic officers, President, Provost and Deans or Associate Deans, on two sides of stage to increase recognition rate of graduates.**

May 2018 Commencement

OTHER RECOMMENDATIONS

- **Alumni**
  - **Alumni Association to welcome new members by having all past alumni present stand and then ask new grads to stand...joining this group of alumni.**

May 2018 Commencement

OTHER RECOMMENDATIONS

- **Online Graduates**
  - **Invite online students to come to campus for commencement.**
  - **Video invitation and congratulations from UW President to be emailed to online graduates one month prior to commencement. Be sure to let those who cannot attend that they are valued members of the UW community, joining a worldwide alumni group and always welcome to visit campus.**

UW Commencement Taskforce Recommendations

May 2018 Commencement

OTHER RECOMMENDATIONS

- **Online Graduates (continued)**

  – Hold a reception for online graduates who come to commencement as a special welcome to the campus.

  – Wyocast Live will cover the ceremonies.

  – Make sure the online students are warmly welcomed at the commencement in the script.

May 2018 Commencement

OTHER RECOMMENDATIONS

- **Online Graduates** (continued)
  - Send in advance a gold-colored Steamboat pin from UW Alumni
  - Send an e copy of the commencement program at the time of invitation video is sent and let them know they can request a hard copy.

UW Commencement Taskforce Recommendations

May 2018 Commencement

<u>OTHER RECOMMENDATIONS</u>

- **Commencement Script/Template**

  - **Prior to the ceremony announcer strongly encourages participants to stay until the end of the ceremony as a courtesy to all graduates.**

  - **Create a script template for undergraduate and graduate commencement sessions**

UW Commencement Taskforce Recommendations

THANK YOU FOR YOUR INPUT