

Commencement 2019
March 4, 2019 - Meeting Summary

The commencement planning committee met on March 4, 20189. Below is the following summary that includes comments/recommendations/questions that were raised at the meeting along with follow-up from the debrief meeting from last summer.

- **Increasing capacity for more guests:** We were informed by CBBA staff last year that they had to turn guests away when the arena reached capacity. In response, Event Services staff will work with CBBA to open up available seats on the floor for guests. They also plan to lower the projection screens and remove the backdrop so that more guests can be seated in the area behind the stage. Visibility will not be optimal for the group in this section, but we will be able to increase capacity of guests in the arena.
- **Speakers in front of the stage:** These speakers were placed too close to the graduates sitting in the first few rows, so the plan is to raise the speakers significantly higher off the ground so this is no longer an issue.
- **Microphone issue:** When SIU graduates were called up, the microphone on stage left was not turned on, which led to the slight delay. This was a communication issue, which Event Services will ensure is not repeated this year.
- **Monitors on stage (2) for platform party:** The general feedback was positive for this feature. While not all members may have used them, those whom did, appreciated having this as reference. Event Services look at improvement measures this year to be even more useful for the platform party. Related to this, Event Services understands that the stage lighting was very bright for the platform party, which made it difficult for them to see from where they were sitting. Event Services will work on mitigating this.
- **CBBA lead and facilities tour:** There is another new manager this year whom will be the point of contact at CBBA for our commencement, so Event Services will need to ensure this person has a good understanding of our needs. In addition, as we did last year, Event Services will arrange for an onsite facilities meeting at CBBA to address the questions and concerns we have on our end with their staff. Staff whom attended the meeting last year said the onsite meeting was very helpful.

The overall, general feeling at last year's debrief meeting and comments from today's meeting was that the ceremony went well and ended at a good time in spite of increased graduates (over 1,000).

Recommendations by the committee for President's Cabinet and/or other decision-making bodies to consider for this year's ceremony.

- **Start/End Time:** The start time for our commencement ceremony the last two years at Citizen's Business Bank Arena has been 11:00 a.m. This time has allowed for Event Services, student check-in process, and other areas the necessary prep time on the morning of the ceremony to have everything in place for the ceremony to start promptly at 11:00 a.m. With this start time, the ceremony has concluded at approximately 2:00 p.m. The recommendation of the planning committee is to stick with the same start time this year.

- **Inclusion of graduates from Mt. St. Mary's and University of La Verne in the program:** The question about removing the list of graduates from these institutions was raised previously because they do not participate in Mt. SAC's commencement. While they were included in previous programs, there is a recommendation to remove the actual lists of graduates in the commencement program going forward. SIU will remain as is since they participate in our commencement, but graduates from the other two universities do not. One recommendation is to do the following:
 - PROGRAM ADJUSTMENTS: The Mt. SAC Commencement Program should include full-page ads to highlight (a) the 9 Bachelor's Degree Programs at Mt. SAC as well as (b) Congratulatory message noting other student ceremonies, such as transfer ceremony, Nursing, Bachelor's students etc.
 - Another option is to have a one-page description of Mt. SAC's partnerships with each university. SIU will still feature the graduates, but separate page could describe the bachelor programs at Mt. St. Mary's and University of La Verne.
- A related question that was raised today was whether separate ceremonies can be planned for SIU in the future. Here is the proposal: University of La Verne and Mount St. Mary's hold separate ceremonies for the students on their campuses. SIU is a special case that has traditionally held their small ceremony for flight program graduates in the middle of our ceremony. We now have 6 bachelor's programs from SIU. Because of the additional time it would take to acknowledge graduates from 6 SIU programs, we recommend that next year (2020), SIU begin to hold a separate commencement ceremony on the Mt. SAC campus.
- **Recessional:** Planning committee members recommend a recessional to close the ceremony. This recommendation is based on the standpoint of safety - exiting the floor in an orderly manner as opposed to students and faculty exiting all at once through various exit points. The other reason for a recessional is that it provides a formal conclusion to a ceremony, which begins with a formal beginning (processional). Members believe there will be a dignified visual for the guests to see their graduates recessing with formal music.
- **Commencement Agenda:** The planning committee will provide President's Cabinet with a proposal of the commencement agenda after our next meeting on March 18. While we do not anticipate any significant changes, the committee will review last year's agenda and make recommendations for President's Cabinet to consider.

These recommendations are the primary ones the planning committee have at this point for consideration, with the start time being the primary so that we can inform students and faculty/staff.