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1968 Commencement Rituals - Spring

Fort Hays Kansas State College

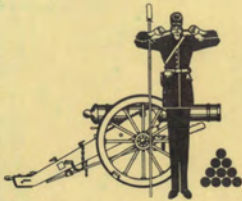
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Fort Hays Kansas State College

MEMORANDUM

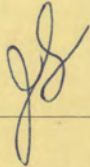
Commencement
Hays, Kansas
67601

To: Mr. Kenneth Simons, Mr. S. V. Dalton, Dr. Jellison,
Miss Stouffer and Dr. Burnett Date: February 7, 1968
From: John D. Garwood, Dean of the Faculty Subject: Commencement Com-
mittee Meeting

I would like to schedule a meeting of the Commencement Committee Tuesday morning, February 13, 8:15 a.m. in C 109. I hope that you will be able to attend.

Memo to Dr. Jellison, Miss Stouffer and Mr. Dalton: After the meeting of the Commencement Committee, I would like to have a meeting of the Pre-enrollment Committee. I will be out of town a great deal of February and March; hence this meeting at this time.

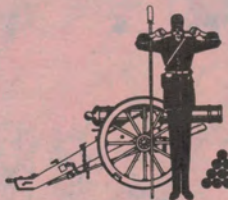
JDG/ld

Signed: 

REPLY:

Date: _____

Signed: _____



To: Maynard Herrman

Date: May 20, 1968

From: Mr. Goeser

Subject: _____

The following set up will be needed for the choral music at Baccalaureate and Commencement:

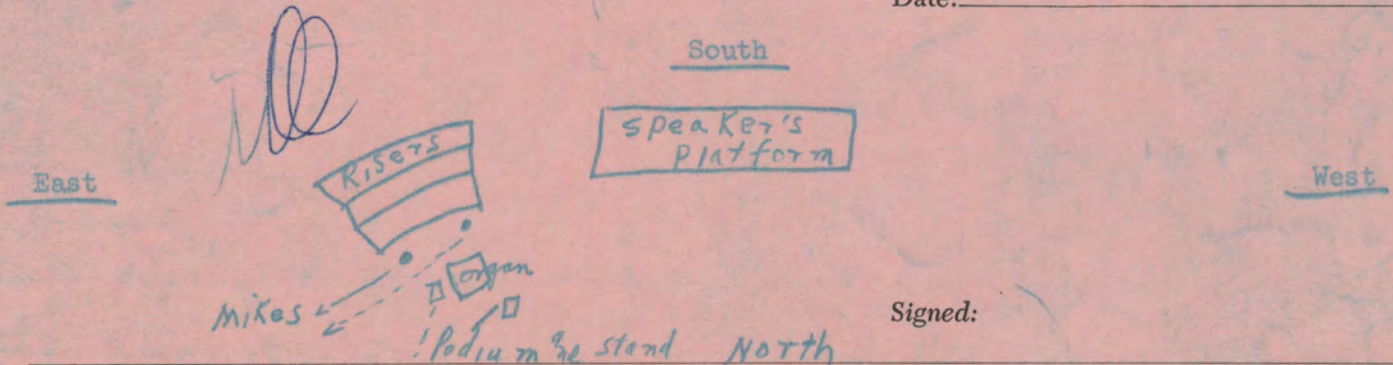
- Seated risers to hold 31 people in 3 rows
- Chairs for 31 people (9 in row one, 10 in row 2, 12 in row 3)
- Podium and music stand for the conductor
- 2 microphones in front of the chorus for both performances (this is absolutely necessary since the chorus is so small due to the fact that many have finished finals and will be gone)
- Grand piano and bench from the band room in Malloy Hall placed directly in front of the chorus.

All of this should be set up at the south end of the field on the east side of the speaker's platform and facing north. It must be set up ready to use for a special rehearsal at 4:30 p.m. on Sunday, May 27. (We are not allowed to hold rehearsal just prior to the ceremonies)

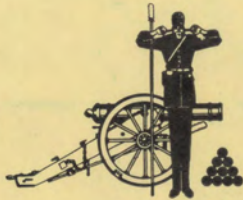
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REPLY: _____

Date: _____



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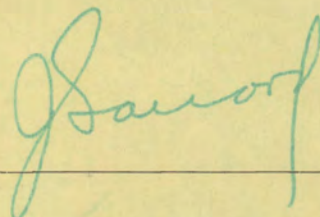


To: Faculty Senate Members, President Cunningham,
Dr. Burnett, Mr. Dalton and Dr. Coder Date: May 20, 1968

From: John D. Garwood, Dean of the Faculty Subject: _____

In the Senate meeting of April 29, 1968, it was suggested that our office contact seniors as to their preference for coming to the platform to receive their diplomas. On May 3, 601 survey cards were mailed and as of May 20, 63.9% of the cards have been returned. Of those returned, 74% of the cards indicated a preference for coming to the platform while 26% said they did not favor coming to the platform to receive their diplomas. It was about 3 - 1 in favor of continuing the present practice.

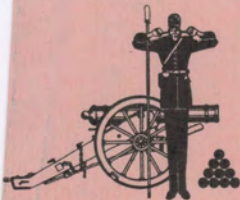
JDC/ld

Signed: 

REPLY: _____

Date: _____

Signed: _____



Fort Hays Kansas State College

MEMORANDUM

Hays, Kansas
67602

To: Dr. Graber, Dr. Sackett, Dr. W. E. Thompson,
Dr. Hogue, Mr. Suran and Dr. Bolisle

Date: May 27, 1968

From: John D. Garwood, Dean of the Faculty

Subject:

There will be a short rehearsal for Commencement, Saturday, June 1, at 1:30 p.m., Lewis Field Stadium. I would estimate that our Marshalls will not be needed for more than thirty minutes in this rehearsal. I hope that you will be able to attend the rehearsal so that you may ride high in the saddle on the evenings of June 2 and June 3. Please tie your horses outside the stadium.

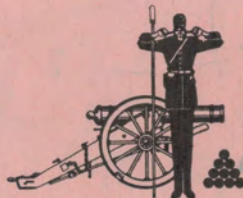
JDC/lid

REPLY:

Signed:

Date:

Signed:



To: Mr. Tom Hartley Date: June 1, 1968
From: John D. Garwood, Dean of the Faculty Subject: Commencement Programs

I have gone through the Commencement Program this morning checking the pronunciation of some of the names. It seems to me that we are crowding the lines of the names of the undergraduates more than we have in the past. If you will check the Commencement Program of last spring or last summer, you will note that the names are not so close together. I think it is preferable to have a wider space between the names for purposes of readability. From my vantage point of having to read these names, it makes it more difficult to follow down and catch all names in sequence when they are so close together.

I appreciate your getting the Commencement Program out so early as you did as this gives us additional time. Thank you.

JDG/lld

REPLY:

Signed:

Date:

Signed: