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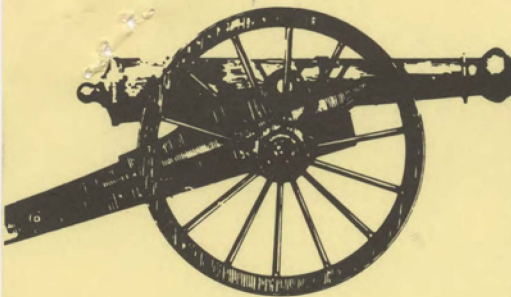
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Fort Hays State University

600 Park Street

Hays, Kansas 67601-4099

To: Dr. Murphy

Date: November 24, 1987

From: Jim Kellerman

Subject: _____

Bob Lowen and Karl Metzger did not see this as a big problem for commencement. However, they stated it would probably be better if we filled up the faculty rows on the floor of the arena.

JVK:sb

cc: Jan Huet

Signed: _____

Office of the Registrar and Director of Admissions

Reply:

Date: _____

*Jim - so what is
the recommendation.*

JK

Signed:

1993-08-02

Kellerman

Date: November 19, 1987

To: Dr. James Murphy,
Vice-President for Academic Affairs

From: Martha Holmes

Re: Faculty Seating

At the recent inauguration ceremony I was embarrassed by the large gap of empty seats in the faculty seating. I thought that this gap gave a very poor impression of faculty apathy to the representatives of other universities, particularly when combined with the absence of FHSU students and the general public. Perhaps you have noticed the similar poor appearance of faculty at graduation.

I have a suggestion which would improve the appearance of faculty seating at such events. Since I am appreciative of faculty rights of rank and tenure in seating, I would suggest that faculty continue to line up according to rank and tenure. However, do not assign the faculty to specific rows. I have noticed that some faculty are very concerned that they are in the correct row so that they begin a new row even when the row in front is not yet filled. Since they would no longer know which row they were assigned to, they would not know whether to fill up the row in front or to start a new row. You could instruct the marshalls to tell the faculty to fill up a row before beginning a new row.

For public relations purposes, I believe that a few empty rows at the back of the faculty (as if the custodians had set up too many seats) would look better to the public than gaps within faculty ranks. Gaps tell the public that some faculty have not considered the event important enough to attend; yet for the parents the graduation of their sons and daughters is very important.

Martha Holmes

1993-08-02

will visit with Lois Lee Myerly to see if the President has any special guests. Dr. Murphy will discuss with the Deans at the next Council of Deans meeting, Tuesday, March 15, the need for them to supply names of persons who will serve as marshals. Ms. Drees will provide Dr. Murphy the names of six or eight senior faculty which list will be taken to the COD meeting March 15. Eight marshals are needed: two to lead the candidates; two to lead the faculty and four to lead the Schools (one for each of the four Schools).

Dr. Murphy asked Ms. Drees what information his office needs for Commencement. For the Order of Exercises, we need the name of the conductor (most likely Raydell Bradley); the music and composers, and the name and background (classification, home town, etc.) of the soloist for the University Anthem. Mr. Kellerman obtains this information from the Chairman of the Music Department - Mr. Dave Rasmussen.

We also need to know who will give the Invocation. Unless there is a special reason, a rotation system is used among the Hays Ministerial Alliance. Mr. Kellerman makes this contact. The President's office supplies the name of the Board of Regents member who will bring Greetings. Retiring faculty will be approached first to see if they will serve as marshals. After that the Deans will be asked to canvass their departments and supply a name(s) to us. For 1988, the Schools will march as follows: Business, Education, Nursing, Arts and Sciences. This procedure rotates yearly and remains in alphabetical order.

Ms. Drees will contact Jan Johansen for the names of the recipients of the Pilot and Torch Awards. This information is strictly confidential. It is made public at the Graduate Luncheon or Brunch on Commencement day.

Ms. Drees will contact Eileen Roberts, Dr. Murphy's secretary, to obtain an up-to-date list of retiring faculty. (Persons mentioned were Jack Heather, Wally Harris and Laurence Dryden). Information about the retirees as shown in the Commencement program is obtained from the University Catalog.

For the "In Memoriam" section of the Commencement program, Ms. Drees keeps a record as complete as possible of faculty who passed away since the previous Commencement. These names are confirmed with Lois Lee Myerly in the President's office. (Leonard W. Thompson passed away 5/18/87). Information about such persons as shown in the Commencement program is obtained from the University Catalog.

Letters are sent to emeriti faculty inviting them to participate in the Commencement Processional. A deadline is given in the letter. The names of those persons participating are incorporated into the Faculty Line of March by tenure, rank and in alphabetical order.

The question was raised whether someone would be here from K.S.U. to represent the K.S.U. candidates for the Social Work degree. Ms. Huet said there were five candidates graduating this Spring. Dr. Murphy asked Ms. Drees to call Dr. Razak (FHSU coordinator) to inquire if K.S.U. wants to participate again and, if so, who will represent them. The name of the representative is listed with the Platform Party; he/she plays no role in the Commencement Exercises.

At the Commencement meeting in April, 1987, Dr. Murphy asked to have a wrap-up of Commencement, Spring, 1987, put into the computer. This was not done. (Summaries of previous Commencements, formerly maintained in Dr. Murphy's office, were transferred to the Registrar's office in 1985). Dr. Murphy asked Ms. Drees to pull together what we have for Commencement, 1987, and put it into the computer. (Since there was no meeting after Commencement, Spring, 1987, it was decided to list the duties of the Registrar's office and Dr. Murphy's office. This list should suffice).

Seating arrangements for handicapped persons were discussed. The area where handicapped persons are seated is to be roped off so their view of the Exercises is not obstructed by persons coming forward to take pictures of candidates as

they cross the stage. Consult Maynard Herrman for further assistance.

Seats are reserved in Section 22 of the bleachers for spouses of persons in the Platform Party and other guests. It was noted that reserved signs be removed before rather than after rehearsal. This could save confusion and embarrassment.

Maynard Herrman should be informed as to the quantity of hoods needed. Dr. Forsythe will provide Mr. Herrman with the number of Masters degree and Specialist in Education degree candidates.

Dr. Murphy will provide President Hammond with last year's script as well as last year's Commencement brochure. The President may wish to make some changes. As soon as the brochure is current, it will be sent to the Print Shop for printing. April 1 is the target date for mailing brochures to all candidates.

In order to ensure that the MFA candidates do not come forward too soon to cross the stage as was the case last year, Dr. Murphy will make sure the person is at rehearsal who crosses the stage first to brief him/her of the procedure to follow. (If the first of the Specialist in Education candidates is not at rehearsal, that can also create a problem).

Usually the Commencement programs are not ready until the morning of Commencement. Once we receive our programs, the script is stapled into the programs and copies are distributed to Dr. Hammond, Dr. Murphy, Dr. Forsythe, Mr. Kellerman and an "Official" copy is maintained for our files. (Always keep at least six or eight Commencement programs for permanent records). Norman Jeter, Board member, requested a copy with script last year. Dr. Forsythe asked that the Commencement script be distributed as soon as possible.

It was noted that there will be two people in wheelchairs graduating this year. Discussion ensued how to handle this situation. In a similar circumstance last year, the person in the wheelchair was listed first so that when the time came for handing out diplomas, he wheeled himself to the center of the stage. Dr. Tomanek and Mr. Kellerman came down from the stage and presented his diploma

to him. Perhaps the same procedure could be used this year.

We will need a picture of President Hammond for the 1988 Commencement program. Dr. Murphy suggested that Ms. Drees visit with Bob Lowen about this.

Once it is decided who will give the Invocation, Mr. Kellerman will make whatever arrangements are necessary. Mr. Kellerman will also work with Maynard Herrman in setting up the stage in Gross Memorial Coliseum. He will also check the regalia for the Platform Party.

ROTC will have no special ceremony neither will there be a Distinguished Service Award this year.

Mr. Kellerman will contact the President of the Alumni Association and the President of the Endowment Association and invite them to be in the Platform Party.

Jack Jackson, FHSU photographer, will take pictures at Commencement. The University Photography of Manhattan will take pictures as each graduate crosses the stage.

The galleys are to be proofed very carefully.

Commencement duties remain primarily with Dr. Murphy and Mr. Kellerman. Dr. Forsythe also assists. Karl Metzger and Bob Lowen serve as troubleshooters.

As a matter of information, in 1989, the Schools will march as follows:
Education, Nursing, Arts and Sciences, Business.

The meeting adjourned at 12:00 noon.

JJM/ld

X Note: Minutes sent to participants only requesting they advise us if revisions are in order.

Minutes of the Commencement Meeting, Wednesday, March 2, 1988, at 11:30 a.m. in Dr. Murphy's office.

Present: Mr. Kellerman, Dr. Forsythe, Jan Huet, Lucille Drees and Dr. Murphy, Chairman.

Absent: None.

The meeting was called to order by Dr. Murphy, Chairman.

Jan Huet pointed out that the Alumni Association plans to have a brunch buffet at 11:00 a.m., Friday, May 13, 1988, and not a luncheon at 12 noon as in the past. The price of \$7.15 for a reserved ticket is the same for the brunch as it has been for the luncheon. Jan Johansen, Acting Executive Director of the Alumni Association, submitted this information to Ms. Huet. It was also noted that the 11 o'clock brunch presented a conflict with one final examination. The class which meets at 2:30 tests Friday, May 13, from 9:40 - 11:30. Dr. Murphy will check this with the Alumni Office. As in the past, the President will be in a group picture (brunch or luncheon).

The covers of the Commencement brochure and Commencement program were discussed. The same design is used for both covers and appears to be satisfactory. Bob Lowen had said a building theme would be used for the covers.

Dr. Murphy asked Ms. Drees to contact Rae Ellen Smith, the President's secretary, to alert her to have the President determine whom he wants to invite to the Exercises. The President invites the Governor. (If the Governor accepts, check past records as to seating and introductory remarks). It was hoped that Gov. Hayden's wife will have completed her degree from Fort Hays so that she might be a participant in the Commencement Exercises. The President also invites the Board of Regents members and any special guests he may have in mind.

Mr. Kellerman agreed to arrange for the Platform Party. Before doing so, he