

Committee/Team/Task Force: Graduation Committee	
Date of Committee Approval: March 2, 2011	Contact Person: Tricia Whalen
Duration of Committee: Standing Committee	
Purpose/Objectives of Committee: The Graduation Committee is a cross-functional team that coordinates Spring Commencement ceremony and activities	Committee Membership (Position titles): Registrar- Co-Chair Enrollment Advisor- Co chair College President Counselor Bookstore Managers Student representation Academic Dean PTK advisor Student Senate advisor Faculty member Office of Instructional Technology staff member Director of Marketing/Public Relations Nursing Program Director Foundation Office representative Alumni Relations
Scope of Authority & Decision-Making: The Graduation Committee has the authority to 1) Recommend graduation dates and sites to the Leadership Council 2) develop the graduation script, 3) recommend graduation speakers, Distinguished Alumni, and honorary degree recipients to the Leadership Council, 4) coordinate with the Student Senates to conduct after-graduation celebrations, 5) work with facilities staff to arrange for materials and equipment to be delivered to graduation sites, 6) and develop a work schedule for committee members and their supervisors to arrange the graduation site.	Active Members: Kendra Larson Teri Rauenhorst Tricia Whalen Sue Jech James Douglass Sue Grove Terry Leas Shawn Martin Richard Andree Bill Dowden Jan Waller Danyel Helgeson David Wentworth Marijo Alexander Jeanne Poppe Steve Bowron
Frequency of Meetings The Committee meets two or three times each year. Agendas are distributed prior to each meeting via e-mail. Minutes are also sent via e-mail. Consensus decision-making is the norm.	

