STUDENT AFFAIRS ANNUAL REPORT DATA 04-05

Department Name  COMMENCEMENT

Location  117 UNIVERSITY CENTER

Phone Number  678-5547

Web Site  www.people.memphis.edu/commencement

Department Annual Report web link  N/A

Director Name  Dr. Marion F. Emslie

Director Email  memslie@memphis.edu

Number of Full-Time Staff  1

Mission

The Commencement Office conducts three (3) University commencements per year, one convocation after each semester. In addition, it accepts and produces orders and reorders for all diplomas for the university based on certified degrees.

Major departments/functions/offices/responsibilities - brief listing
The office includes coordination of the University Honors Assembly each spring.

The Director advises two (2) Honor Societies and is the Executive Secretary/Treasurer of The Honor Society of Phi Kappa Phi.
3 main departmental goals and related accomplishments/results for 04-05

Goal #1
Relocate the University Commencement from the Pyramid Arena to the FedEx Forum beginning December 2004 Convocation.

Results/Accomplishments #1A
The University Commencement was moved to the FedEx Forum in December 2004. All necessary changes were accomplished to provide the traditional ceremony for graduates and guests.

Contact summaries for the 04-05 year as applicable - headcount counseling sessions, cases, programs help, students housed, children housed, children cared for, tests administered, interviews hosted, etc.

3 convocations (December, May, August)
500 graduates walked in August 2004 (Pyramid Arena)
1100 graduates walked in December 2004 (FedEx Forum)
1400 graduates walked in May 2005 (FedEx Forum)
15,000 guests attended the May 2005 ceremony (largest in history
500 attended University Honors Assembly
4050 new diplomas ordered
1000 reordered diplomas (alumni requests)

3 Main initiatives for 05-06

Initiative #1
Provide research data regarding types of commencement ceremonies held at other institutions for use by a committee considering another commencement ceremony model.

Initiative #2
Modify the current commencement ceremony and attendant activities to support a new model selected by the President for implementation in 2005-2006.

Initiative #3
Move the commencement office to Wilder Tower when the University Center closes for demolition.