# 2010 Annual Report

**Department:** Commencement Office  
**Submitted by:** Ms. Vanessa A. Muldrow, M.S.

<table>
<thead>
<tr>
<th><strong>Department/Sub-Department Name:</strong></th>
<th>Commencement Office</th>
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</thead>
<tbody>
<tr>
<td><strong>Location:</strong></td>
<td>800 Wilder Tower-moving from 5th floor March 2010</td>
</tr>
<tr>
<td><strong>Phone Number:</strong></td>
<td>901-678-5547</td>
</tr>
<tr>
<td><strong>Web Site:</strong></td>
<td><a href="http://www.memphis.edu/commencement">www.memphis.edu/commencement</a></td>
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<tr>
<td><strong>Department Annual Report web link (if applicable):</strong></td>
<td>N/A</td>
</tr>
<tr>
<td><strong>Director Name:</strong></td>
<td>Dr. Stephanie Blaisdell</td>
</tr>
<tr>
<td><strong>Director Email:</strong></td>
<td><a href="mailto:s.blaisdell@memphis.edu">s.blaisdell@memphis.edu</a></td>
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<tr>
<td><strong>Number of Full-Time Staff:</strong></td>
<td>3 (Admin Assistant I position in transition)</td>
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1. Please document results of strategies from your 2009-2010 Planning Document using the following template:
   a. **Goal**
   b. **Strategies**
   c. **Intended outcomes** (those listed in the Planning document)
   d. **Unintended/other outcomes** (not listed in the Planning document)
   e. **Evidence of whether or not outcomes were achieved**
   f. **How will your assessment data shape this strategy in the future**
   g. **How did this strategy support the Strategic Plan? The Vision for students?**
h. If you did not undertake the strategy please explain.

N/A for Section 1

2. Please include results from programs/services not included in your 2009-2010 Planning Document below:
   a. Program/Service
      i. Implemented successfully the use of Internet Software POMMO to help us correspond with students.
         1. Developed Hobson Plan for student correspondence w/implementation to have in August 2010
      ii. Held a successful Honors Assembly on Sunday, April 25, 2010
      iii. Held the largest Commencement (participation) on record on Saturday, May 8, 2010 with 1543 participating for the day. Approximately 2044 students were listed in the program itself, another record for the University.

![Graph showing participation and planned participation over different periods from May 2009 to Spring 2010. The graph includes columns for Participated-actual participation, Planned Participate--before graduation, and Total in Program.](attachment:image)
iv. Held Faculty Convocation successfully at a new location
   1. Law School, located in Downtown Memphis
b. Intended Outcomes
c. Evidence of whether or not outcomes were achieved
   i. See Charts
d. How will your assessment data shape this program/service in the future

3. Report any additional data that demonstrates how your department supports the persistence and graduation of students. Tables or charts are appreciated.

**Total Number of Graduates Certified:** 2010 Numbers are pending (awaiting final certifications)
4. What is your BHAG? List evidence that supports that you are making progress toward it.

**Our Mission:** The University of Memphis’ Commencement Office strives to produce a momentous event for our students and their families, while executing the overall mission of the University of Memphis.

**BHAG:** Successfully organize the University of Memphis Commencement process and Student Affairs’ Special Events in a way that it is especially memorable for our students and their family and friends.

The Commencement Office organizes and plans Commencements during the spring, summer, and fall semesters. In addition, the Commencement Office plans and organizes several other Student Affairs Special Events: including Honors Assembly, Freshman Convocation and Faculty Convocation.

5. List any awards or other notable accomplishments by the department, individual staff or students:

Hired new Administrative Assistant June 2010
6. Photos suitable for publication should be placed in YOUR O Drive and notify Pat of the location.

Photos are located on Commencement O Drive in the Folder:

Office Documents and filed in Annual Reports sub folder.
Under Spring 2010 Photos for Annual Report