STUDENT AFFAIRS ANNUAL REPORT DATA 05-06

Department Name  Commencement Office

Location  117 University Center

Phone Number  678-5547

Web Site  saweb.memphis.edu/commencement

Director Name  Dr. Marion F. Emslie

Director Email  memslie@memphis.edu

Number of Full-Time Staff  1

Mission  The Commencement Office conducts three convocations of the University commencement per year. It accepts and produces orders and reorders for all diplomas and certificates for the University based on certified degrees. The office conducts the University Honors Assembly held in April of each year, and participates in the Freshman and the Faculty Convocations.

Major departments/functions/offices/responsibilities - brief listing

- Three Convocations of the University Commencement
- University Honors Assembly
- Freshman Convocation Committee
- Faculty Convocation Committee
- Adviser to Honor Societies
- Executive Secretary of the Honor Society of Phi Kappa Phi

3 main departmental goals and related accomplishments/results for 05-06

Goal #1  Research of the options to the current structure of the Commencement ceremony
and make recommendations to the Provost and the President.

Results/Accomplishments #1A  Offered three viable options to the current structure of the Commencement ceremony.

Results/Accomplishments #1B  The President approved the recommendation to modify the program by dividing the Winter and Spring ceremonies into two parts, morning and afternoon. The change to begin May 2006. August convocation to remain the same.

Goal #2  Initiate the first Honorary Doctoral Degree Ceremony as part of the commencement ceremony upon notification of the selection of a candidate.

Results/Accomplishments #2A  Dr. W. Harry Feinstone was selected to be the recipient of the first Honorary Doctoral Degree to be presented in May 2006. He requested the presentation be made in August 2006 (a Sunday convocation).

Results/Accomplishments #2B  Since preparation of a new diploma and the details of the ceremony for the program and script needed to be created, the research was begun in April for final approval.

Goal #3  Organize the relocation of the office from the University Center to Wilder Tower by mid-September 2006.

Results/Accomplishments #3A  Identification of space requirements submitted.

Results/Accomplishments #3B  Deconstruction of the files and packing for the move initiated.

Initiative #1:  Relocate the office from the University Center to Wilder Tower the week of September 18, 2006.

Initiative #2:  Improve the current website, targeting guest information.

Initiative #3:  Begin preparations for the transition at the retirement of the Commencement Director in Fall 2007.

Revenue Producing Initiatives and Results:  Diploma Reorders generate about $2500 per year @ $20 per reorder.

If applicable, 3 major 05-06 events/programs/etc. with description, attendance info, money raised

Event #1  August Convocation of Commencement - 5,000 guests
December Convocation of Commencement - 7,000 guests
May Convocation of Commencement - 10,000 guests

Event #2  Honors Assembly - 500-600 participants and guests