



# Commencement and Academic Convocations Committee

## Purpose & Function

The Commencement and Academic Convocations Committee

- plans and coordinates the University's commencement exercises,
- assists the colleges with commencement related activities,
- coordinates special academic convocations and celebrations upon request,
- acts as a communication forum for related issues,
- solves related logistical concerns,
- makes related recommendations,
- serves to assist the President of the University to bring noteworthy speakers to the University.

## Membership

### Position Titles of Members on this USC

- Provost
- Provost Representative
- Executive Director, Conferences, Events and Auxiliary Services (Chair)
- Vice President for Enrollment Management and Student Success
- Vice President for University Advancement
- Grand Marshal
- Bearer of the Mace
- Administrative Secretary – College of Health and Human Services
- Administrative Secretary – College of Arts and Sciences
- Administrative Secretary – College of Professional Studies
- Assistant Director, Conferences, Events and Auxiliary Services
- Special Event Assistant, Conferences, Events and Auxiliary Services



- Chief, Campus Safety
- Coordinator, Records and System Reporting
- Dean of Students
- Director, Alumni Engagement
- Vice President for Mission Services
- Director, Dining Services
- Catering Director, Dining Services
- Web Services Manager
- Manager, Marywood Gear Shop
- President of the Faculty Senate
- Registrar
- Director, Student Engagement
- Undergraduate student
- Graduate student

**Method of Selection of Members:**The Grand Marshall and the Bearer of the Mace positions are appointed by the President of the University.

The Undergraduate Student is appointed by the Executive Board of the Student Government Association (SGA) in consultation with the Vice President for Enrollment Management and Student Success.

The Graduate Student is appointed by the President of the Graduate Student Council (GSC) in consultation with the Vice President for Enrollment Management and Student Success.

The Chair may appoint additional members as the need arises except ex-officio members.

**Selection of Chair and Vice or Co-Chair:** The Chair of the committee is appointed by the President of the University.

### **Term**

The Grand Marshal and the Bearer of the Mace positions are unlimited terms.

Students are appointed annually.



The rest of the members are ex officio.

## Meetings

Meetings are held at the call of the Chair.

## Documentation Requirements for this University Standing Committee

As provided in the University Standing Committee Policy, the Chair(s) of this University Standing Committee, in collaboration with the Office of the Secretary of the University and General Counsel, must provide the following documentation at the end of each Academic Year:

**Annual Report:**                     **Yes**    **No**

**Minutes of Meetings:**  **Yes**    **No**

## Reports To

President of the University

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## History

**12-03-1999** Approved by the President of the University as recommended by the Policy Committee of the University

**11-19-2000** Revision approved by the Vice President for University Advancement

**5-6-2005** Revision of student participation approved by the Vice President for University Advancement.

**10-29-2009** Revision approved by the President of the University as recommended by the Policy Committee of the University, including change of title from



Commencement Speakers Committee to Commencement and Convocations Speakers Committee.

**8-1-2014** Title changed from Vice President for Student Life to Vice President for Enrollment Services and Student Success for student appointments.

**10-26-2017** Proposal to create a Description for the new Commencement and Academic Convocations Committee as a result of the merger of the former Commencement and Academic Convocations Committee with the Commencement and Convocations Speakers Committee as set forth in the SRA Report: Final 29 November 2016 was presented. The President of the University approved the proposal as recommended by the Policy Committee of the University.

**7-1-2018** Title changed from Director, Web Content to Web Services Manager due to restructuring.

**1-25-2021** Changed Department name to Conference, Event and Auxiliary Services; changed title from Director, Campus Ministry to Vice President for Mission Services; added positions of Provost Representative and Catering Director, Dining Services; deleted Director, Disability Services; replaced Scheduler, Physical Plant with Director, Student Engagement.

**8-20-2021** The following titles were changed to reflect the New Organization Structure outlined in the President's Memo dated May 26, 2021: Director, Conferences, Events and Auxiliary Services to Executive Director, Conferences, Events, and Auxiliary Services; Vice President for Enrollment Services and Student Success to Vice President for Enrollment Management and Student Success. A new position was added: Special Event Assistant, Conferences, Events and Auxiliary Services. The bookstore name from Book Store – Follett to Marywood Gear Shop. The Documentation Requirements Section was added to all University Standing Committees. These changes were approved by the Chair of this University Standing Committee.