

# COMMENCEMENT AND HONORS CONVOCATIONS COMMITTEES

## 2009-2010 MEMBERS

| NAME   | TERM EXPIRATION |
|--|-----------------|
| Kaitlyn Bauer  | 2010            |
| Morgan Schulte   | 2010            |
| George Meyer, Biological Systems Engineering               | 2011            |
| Jody Isernhagen, Educational Administration                | 2011            |
| Carla Kimbrough, College of Journalism                     | 2012            |
| Richard Graham, University Libraries                       | 2012            |
| Susan Poser, Assoc. to the Chancellor                      | cont.           |
| Roger Mandigo, Head Marshal                                | cont.           |
| Timothy Alvarez, Asst. Vice Chancellor for Student Affairs | cont.           |
| Jennifer Verhein, Registration & Records                   | cont.           |
| Annette Wetzel, University Communications                  | cont.           |
| Patrice Berger, University Honors Program                  | cont.           |

## STRUCTURE

The Commencement and Honors Convocations Committee shall consist of ten (10) voting members:

- (a) four faculty members appointed by the President of the Faculty Senate
- (b) the Head Marshal of the Marshal Corps;
- (c) two upper class students and one graduate student selected as determined by ASUN
- (d) the Director of the Honors Program
- (e) Chancellor or designee

Plus the following non-voting members:

- (a) Vice Chancellor for Student Affairs or designee
- (b) Representative of the Registration and Records Office
- (c) Representative of the Office of University Communications

## Responsibilities

1. The Commencement and Honors Convocations Committee (CHCC) shall be primarily responsible for coordinating plans for commencement and honors convocations. The program and arrangement for UNL commencement and honors ceremonies shall be subject to approval by a majority of the voting members of the CHCC. Those responsible for developing the specific programs and arrangements, including the Chancellor or designee, the Vice Chancellor for Student Affairs or designee, and/or other UNL staff members, will seek review and approval of the CHCC in a timely and appropriate fashion.
2. The CHCC shall especially authorize the preparation of appropriate certificates and awards to be presented during these ceremonies in accord with provision of the Academic Senate governing honors, awards or recognitions for scholarship. The CHCC shall also be responsible for coordinating academic honors to be bestowed upon students during commencement exercises.
3. The CHCC shall establish a regular procedure for ensuring the maintenance of an adequate Marshal Corps and shall evaluate the role of the Marshal Corps annually.
4. The Committee shall report regularly to the Academic Senate, and recommend changes in these policies and provisions if and when it is deemed appropriate to do so.

### **Operating Procedures and Guidelines Adopted by the CHCC:**

The committee shall file in the Academic Senate Office (a) minutes of its meetings, and (b) a current statement of operating procedures and guidelines adopted by the committee itself. For more information on this committee and general Academic Senate rules governing its operation see the Preface.

Approved: December 5, 2006