UNIVERSITY COMMENCEMENT COMMITTEE

BACKGROUND/HISTORY: Prior to Spring 2004, this Committee had operated for many years as an Ad Hoc University Committee under the criteria that it was reappointed annually to specifically work on that year’s commencement ceremonies. However, the Committee for all practical purposes is a University Standing Committee as it is reconstituted annually, and will continue to be so over the future, with largely the same duties, membership representation, Chair, and support staff. A decision was made in April of 2004 to formally recognize its “Standing” status with development and promulgation of this Charter which will have the additional benefit of assisting with continuity as a frame of reference for individual memberships rotating on and off.

CLASSIFICATION/TERMS OF APPOINTMENT: The University Commencement Committee (UCC) is a University Standing Committee. The charter will be reviewed annually after each Commencement by the UCC membership and the MUSC Administration for determination of continued need and, if continued, full update of the charter.

FORMAL CHARGES: The University Commencement Committee shall plan and oversee the successful administration of each year’s University Spring Commencement Ceremonies, generally held at 9:00am on the third Friday of May. Responsibilities include Commencement publication, budgets, procedures, support services (parking, music, flowers, and photographs), physical setup, rehearsals, the actual ceremony, and arrangements for an adverse weather site.

REPORTING CHANNELS/PROCEDURES: The UCC shall report directly to the University President with backup reporting to the University Provost and college deans.

MEMBERSHIP: Total voting membership shall be at least twenty-one (21) members. Each member is appointed on the basis of, and is responsible for, at least one specific activity essential to a successful ceremony (current Roster attached). This shall include three representatives of the President’s Office, two representatives of the Student Government Association, two representatives of Physical Plant, four representative of Enrollment Management, and one representative each of the following University units: Faculty Senate, University Transportation, University Press, TV Services, Parking Management, Student Programs, Public Safety, Center for Academic Excellence, Alumni Affaires, and Public Relations.

MEMBERSHIP APPOINTMENT/TERMS: Four membership appointments are Ex Officio with incumbents automatically appointed for their full term of service (Executive Assistant to President, Assistant to President for Operations, Executive Director of Enrollment Management, and President of Faculty Senate). The two Student Government Association representatives are appointed each year by the SGA. The rest are appointed by the responsible University segment and will be carried automatically from year to year unless a successor is appointed by that segment. These appointments are filed with the Committee Secretaries (see Officers below).

OFFICERS: The Executive Assistant to the President shall serve as permanent Committee Chair and shall appoint two Committee Secretaries (one from his/her office, and one from the Office of Enrollment Management). The Commencement Grand Marshall shall serve as honorary Committee Chair.

FREQUENCY OF MEETINGS: The Committee shall meet actively each year during the months of January through May with at least six sessions including a post ceremony.
meeting and luncheon to evaluate the just completed Commencement and identify areas of potential improvement for subsequent ones.

NOTICE OF MEETINGS: Written notice of all scheduled meetings shall be provided by the Secretary to all members at least one week prior to the time scheduled. Special called meetings will require telephone and/or e-mail messages to all members, which will be given as far in advance as possible, and will be submitted by the either the Chair or the Secretary.

MEETING AGENDA/SUPPORT MATERIAL: A COMMENCEMENT HANDBOOK, prepared by the Office of Enrollment Management, will be distributed at the first meeting each year and include initial agendas and support materials for all subsequent meetings. Additional materials will be provided as needed at each meeting.

COMMITTEE MINUTES: Summary minutes, including all actions and decisions, shall be kept by the Committee Secretary for all meetings and distributed to each UCC member. Summary minutes will also be sent to the University President and Provost for information.

COMMITTEE REPORTS: The Committee shall verbally report to the University President at each year’s wrap up luncheon in May. Any other reports will be prepared and appropriately distributed to the President by the Chair as ongoing activities dictate.

STAFF SUPPORT: Staff support to the UCC and its Chair will be provided as available by the Office of the President, with backup support as available from the Offices of Enrollment Management.

AMENDMENT TO THIS CHARTER: Should any amendment to this Charter be required, the Appointing Official shall work with the Committee Chairperson in deriving amendments suitable to all parties, and that amended Charter shall be completed, signed, and issued with all possible haste. When initiative for such amendment comes from the Committee, a written request from the Chairperson to the Appointing Official shall be required.


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Raymond S. Greenberg, MD           Sabra Slaughter, PhD
President                         Chairperson
Medical University of South Carolina
Committee

Univer. Commencement