

Minutes of the Radford University Administrative and Professional Faculty Senate

Tuesday, April 10, 2018

Senators in attendance: Sandra Bond, Ashlee Claud, Nakia Shelton, Michele Hosey, Ryan Weatherford, Kay Johnson, Niels Christensen, Sandra Baker, Scott Bennett, Michael Chamberlain, David Wheeler, Eric Lovik

Guests: Melanie Fox, Laura Turk, Teresa Dickens, Karen Castelee, Gwen Houston, Andrea Sharpe-Robinson

Senators unable to attend: Richard Alvarez, Alix Guynn, Victor Gibson, Laura Quesenberry, Amber Smith, Karen Hedge

1. Meeting called to order at 11:00 a.m.
2. Minutes from March 13, 2018 meeting reviewed and approved.
3. Guest Speaker: Karen Castelee '79 - Review of Commencement Ceremony 2018
 - The Commencement Working Group was formed to determine ways to provide a consistent experience for all graduates and guests, it was recommended that an all-college Commencement Ceremony be held in which all graduates will receive individual recognition.
 - From the research of best practices and discussion among the group, the following was recommended for consideration and implementation in May 2018, with the overarching goal of maximizing the experience of our graduates and guests:
 - Calling of each individual graduate's name timed precisely in order to ensure the best balance between the graduate's special moment and maintaining sensitivity regarding the length of the ceremony.
 - Two large video walls for maximum visibility.
 - Three photo opportunities with a professional photographer, one prior to ascending stage, one while on the stage and one after exiting the stage.
 - Graduates will enter on both sides of stage and exit in center.
 - Three podiums were recommended in order to have two name callers, one on each side of the stage. The center podium was recommended for ceremony remarks, such as the Commencement speakers and the President's remarks.
 - In order to maintain individual college identities and a strong faculty presence, the recommended composition of the platform party includes members of the Board of Visitors and Leadership Council, as well as associate deans and department chairs.
 - Based on the group's deliberations and research, it was anticipated that there will be some level of cost and resource savings with the revised structure. The majority of savings is the result of not setting up multiple locations. Facilities staff and public safety officers will be able to concentrate on one area rather

than multiple locations. Additionally, audiovisual equipment and staff will not be required in multiple locations.

- Increased communication and enhanced visibility were recommended with graduates and guests, as well as the general public. This recommended revised structure provides a unique opportunity to showcase the complete Commencement experience at Radford University, one that is student-centered and spans many weeks with various activities, celebrations and recognitions.
- The inclement weather plan utilizes the Bondurant Auditorium and Dedmon Center.
- Will be maintaining each college's identity in various ways:
 - Gonfalons would be carried during the processional and displayed during the ceremony.
 - A short video highlighting each college will be produced and played prior to the names being called in that particular college.
 - The Commencement printed program will contain additional information about each college.
 - Each college will have the opportunity to host a program or reception during the week leading up to Commencement.
 - Inclusion of master's- and doctoral-level graduates in the all-college Commencement Ceremony was strongly recommended.
 - The all-college Commencement Ceremony is at 11 a.m. in order to allow time for the college-hosted receptions.
- Ceremony is planned to last approximately 2 hours.
- Conferring of degrees and switching of the tassels will be the last action.
- Ceremony be streamed on the Radford University website.
- Detailed report from the Commencement Working Group can be found at: https://www.radford.edu/content/dam/departments/administrative/president/URCommencementReport2017_Final.pdf
- Commencement schedule: www.radford.edu/content/spring-commencement/home.html
- There is a need for volunteers. Please contact Karen Casteel to find out how you can help: kcasteel@radford.edu

4. Updates/Additional Topic:

- Division elections for senators
 - Week of April 16, 2018 - Online voting by division.
- April 16-20, 2018 – Spring Fever: www.radford.edu/springfever
- April 19, 2018 – Russell Hall Block Party, 4 p.m. - 7 p.m.
- Theatre Department:
 - April 10-15, 2018 - Oklahoma! Check CVPA calendar for dates and times. Tickets: rutheatretickets.com

- April 26-28, 2018 – Highlander Pride Weekend
 - Red & White Gala - Thursday, April 26 | The Farmhouse | Silent & Live Auctions!
 - Highlander Open - Friday, April 27 | 1:00 PM Shotgun start | Pete Dye River Course | Radford, VA
 - Highlander Half Marathon & 5K - Saturday, April 28 | Radford, VA
 - Baseball and Softballs games- free of charge.
 - Center for Career & Talent Development:
 - First Destination Survey is live on Handshake.
 - Center for Accessibility Services (CAS):
 - April 11, 2018 - Test strategies and Coping Skills Session, 6-7 p.m., light snacks provided, CAS Testing Room.
 - McConnell Library:
 - Children’s author and illustrator Cece Bell will speak at the Radford University Bonnie Auditorium at 6:30 p.m., April 11.
 - Announcement: Chad Reed was named the University’s next vice president for Finance and Administration.
5. Soliciting guest speakers for AP Senate meetings. Send suggestions to Sandra Bond: smbond@radford.edu
- Next Meetings:
 - May 8, 2018
 - June 12, 2018
 - July 10, 2018 – AP Officer Elections
6. Meeting adjourned at 11:17 a.m.