Dear Dr. Bridges,

The first meeting of the Faculty Senate was held on Friday, August 30, 2013. The primary topic of discussion was the scheduling and programming of our Freshman Convocation.

After much discussion, described in greater detail in the meeting’s minutes, the first official recommendation from the Faculty Senate is to hold Freshman Convocation at 3:30pm on the first Thursday after classes begin each Fall Semester and offer some sort of activity or light meal afterward. This time of day would interfere with fewer classes than in the past. Most laboratory classes do not meet during the first week, so those, too, would be unaffected. During our discussion, it was also suggested that the event be added to the official Academic Calendar created and circulated by the Registrar’s office, thus eliminating any confusion about date and time and also adding to the sense of importance of the event. As many event planners are aware, offering food or some other fun activity would, most likely, increase student participation dramatically. This recommendation was passed unanimously by the Faculty Senate.

Secondary to the above recommendation, the Senate also recommends the creation of a Ceremonies Committee to manage the scheduling and programming of events such as Freshman Convocation, Honors Day, and Graduation – any event requiring significant faculty attendance or participation. The Senate recognizes that the creation of extraneous committees can hinder progression and growth of the institution. However, one of the primary goals of this new committee would be to revise and update the order of business at each of the above mentioned ceremonies. These revisions should actually increase attendance and the conveyed significance of these events. The Ceremonies Committee would be included among the list of Standing Committees for the institution and should be populated, at minimum, by
representatives from each school, the Office of Student Affairs, and the Public Relations Office. This recommendation was also passed unanimously by the Faculty Senate.

I look forward to any response you provide. Please feel free to contact me at any time should you have questions regarding these recommendations.

Sincerely,

Amanda Urquhart

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