

## COMMENCEMENT COMMITTEES

### Commencement Policy Committee and the Commencement Operations Committee

University Commencement ceremonies fall under the responsibility of the Vice President for Student Affairs. Both the Commencement Policy Committee and the Commencement Operations Committee are appointed by the President and report to the Vice President for Student Affairs.

#### Commencement Policy Committee

The Commencement Policy Committee recommends procedures related to Cal Poly's commencement activities and accomplishes various functions for commencement, including line-up of candidates and faculty, processional, and college marshals. The Commencement Policy Committee advises the President on policy related to commencement, including official academic regalia, ceremony structure, invited speakers, student fees, and guest accommodations.

Membership on the Commencement Policy Committee shall consist of:

- Two Grand Marshals, faculty members appointed by the President, who will also serve on the Commencement Operations Committee
- Two student representatives, nominated by the ASI President
- A faculty member from each instructional college, nominated by the college dean after consultation with the respective academic senate college caucus
- A representative from University Advancement, nominated by the Vice President for University Advancement
- An instructional college dean, nominated by the Provost and Vice President for Academic Affairs
- The Chief of Staff
- The Vice President for Student Affairs, who shall chair the Commencement Policy Committee and who will also serve on and chair the Commencement Operations Committee

Membership on the Commencement Policy Committee shall be for two years, except for ex officio members, and the committee shall meet in the first month of the Fall and Winter quarters to review policies.

#### Commencement Operations Committee

The Commencement Operations Committee is responsible for all operations and logistics related to the universitywide ceremonies, including marketing, communications, ticketing, facilities, publications, scripts, parking, and other campus-based logistics.

Membership on the Commencement Operations Committee shall consist of:

- The Vice President for Student Affairs (or designee) who shall serve as chair and who will also serve on and chair the Commencement Policy Committee

- Two Grand Marshals, who will also serve on the Commencement Policy Committee
- A student representative, nominated by the ASI President
- Two Office of the President representatives, nominated by the Chief of Staff
- An Academic Affairs staff representative, nominated by the Provost and Vice President for Academic Affairs
- An Alumni Relations staff representative, nominated by the Vice President for University Advancement
- A Marketing staff representative, nominated by the Vice President for University Advancement
- A University Police Department staff or sworn officer, nominated by the Chief of Police
- A Facilities representative, nominated by the Associate Vice President, Facilities
- An Athletics representative, nominated by the Director of Intercollegiate Athletics
- A Parking representative, nominated by the Associate Director, University Police Department, Parking & Commuter Services
- A University Store representative, nominated by the Executive Director, Cal Poly Corporation
- An individual to represent the music department, nominated by the dean of the College of Liberal Arts
- University commencement office staff, as determined by the Vice President for Student Affairs
- Commencement Program Staff Support, as determined by the Vice President for Student Affairs
- Other representatives of key departments as needed and determined by the Vice President for Student Affairs

Term of service shall be for two years, except for ex officio members. The Commencement Operations Committee shall meet monthly, with the exception of the month prior to the Winter and Spring ceremonies when the Committee shall meet weekly. The members of the Commencement Operations Committee shall also attend the Commencement Policy Committee meetings.

Commencement committee revised and expanded to two committees August 2013  
 Editorial changes September 2014  
 Membership changes August 2015