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CALIFORNIA STATE UNIVERSITY, LOS ANGELES

MEMO

Date: October 28, 2019

To: Veena Prabhu, Chair, Academic Senate

From: Devika Hazra, Chair of Honors Convocation and Commencement Committee (HCCC)

Copies: E. Acevedo, M. Movsumov, J. Lazo-Uy, R. Roquemore, HCCC members

Subject: **Proposed Policy Modification for Chapter II of the *Faculty Handbook*: Honors Convocation and Commencement Committee**

The charges of the committee were revised to reflect the change in its role in making recommendations to Honors Convocation which is, presently, a College level event. Additionally, changes also include deletion of charges that no longer exist, that is, selection of a University Grand Marshal as well as speaker for commencement, since Colleges select their own Grand Marshals and speakers. Finally, the revision also includes changes to the committee membership.

The Honors Convocation and Commencement Committee (HCCC) at its meeting on October 18, 2019 to recommend the following modifications.

Line 5-14: The wording of the charge was simplified to University Honors and Convocation Committee.

Line 15-22: The wording was removed from the charge because the committee is no longer responsible for recommending speakers to the President for Commencement or for Honors Convocation.

Line 23-43: The wording was removed from the charge because the role of University Grand Marshal has ceased to exist.

Line 44-63: The membership was changed to reflect including one faculty member from Library and Student Life, at least one to a maximum of three students appointed by the Board of Directors of ASI, three ex-officio members appointed by the President and Chair of the Commencement Planning Committee.

Line 64: The wording was changed so that all members of the committee are eligible to vote.

Line 65-66: The annual election of committee Chair and Vice Chair was added.

1 **The Honors Convocation and UNIVERSITY Commencement HONORS AND**
2 **COMMENCEMENT Committee**

3 (Senate: 4/21/70, 7/24/73, 7/22/80, 10/26/93; President: 5/21/70; 7/27/73, 4/6/81, 12/13/93;
4 Editorial Amendment: 9/03, 11/07)

5 **Charge.** The Honors Convocation and UNIVERSITY HONORS AND Commencement
6 CONVOCATION Committee is charged with the responsibility to recommend policyIES AND
7 PROCEDURES changes regarding Honors Convocation and for the UNIVERSITY
8 Commencement HONORS AND COMMENCEMENT CEREMONIES through the Academic
9 Senate to the President. EACH YEAR, The committee will recommend appropriate programs,
10 ceremonial procedures, and physical AND/OR OTHER arrangements for Honors Convocation
11 and RELATED TO UNIVERSITY HONORS AND Commencement CEREMONIES.
12 Recommendations regarding programs, ceremonial procedures, and physical arrangements shall
13 be made directly to the President or designee. The President or designee will coordinate support
14 services for both ceremonies.

- 15 1. **Commencement.** The committee is responsible for recommending to the
16 President a Commencement speaker and making appropriate arrangements, in
17 keeping with the dignity and respect that should be afforded the University's
18 graduates.
- 19 2. **Honors Convocation.** The committee is charged with recommending an
20 intellectually stimulating program, with appropriate speaker and ceremonies to
21 emphasize the importance of academic excellence and for the judicious
22 recognition of the University's honor students.
- 23 3. **Duties of the Grand Marshal.** The Grand Marshal is responsible for encouraging
24 participation by all faculty in Honors Convocation and Commencement
25 ceremonies and for reminding all full-time faculty of a professional responsibility
26 to support Honors Convocation and Commencement ceremonies through
27 attendance in academic regalia. The Grand Marshal is responsible for appointing
28 all marshals and recommending the order of the processional and recessional for
29 the two ceremonies. In the fall quarter, the Grand Marshal is also responsible for
30 appointing an Associate Grand Marshal to assist in carrying out the duties of the
31 Grand Marshal and, if necessary, preparing the Grand Marshal Designee to
32 assume the duties of the Grand Marshal in the following year. In making this
33 appointment, the Grand Marshal should take into consideration such factors as
34 experience as a marshal, academic reputation, cultural and gender diversity, and
35 representation of academic disciplines within the University.
- 36 4. **Selection of Grand Marshal.** In the fall quarter, the Honors Convocation and
37 Commencement Committee will recommend to the President the faculty member
38 to be Grand Marshal for the following year (the Grand Marshal designee). In
39 making such a recommendation, the Committee should take into consideration
40 such factors as experience as a marshal, academic reputation, cultural and gender
41 diversity, and representation of academic disciplines within the University.
42 Serious consideration should be given to having the same faculty member serve as
43 both Associate Grand Marshal and Grand Marshal Designee.

44 **Membership.** The Honors Convocation and UNIVERSITY HONORS AND Commencement
45 CONVOCATION Committee is composed of the following:

- 46 1. One faculty member from each college and the division, INCLUDING THE
47 LIBRARY AND STUDENT LIFE, selected by the Nominations Committee from
48 a slate of at least three nominees submitted by each of these units, to serve
49 staggered two-year terms. Faculty members in the Library, and Student Affairs
50 are considered the same as a college for this purpose.
- 51 2. The Grand Marshal. ONE ASSOCIATE DEAN SELECTED BY THE COUNCIL
52 OF ASSOCIATE DEANS.
- 53 3. The Associate Grand Marshal.
- 54 4. Three students appointed by the Board of Directors of the Associated Students,
55 Inc. AT LEAST ONE, TO A MAXIMUM OF THREE STUDENT(S)
56 APPOINTED BY THE BOARD OF DIRECTORS OF THE ASSOCIATED
57 STUDENTS, INC.
- 58 5. One THREE ex officio, non-voting memberS appointed by the President. The
59 responsibilities of this ex officio member may be divided between two
60 administrators, one person to serve for the Honors Convocation and the other to
61 serve for Commencement.
62 The Committee elects its own chair annually.
- 63 6. CHAIR OF THE COMMENCEMENT PLANNING COMMITTEE

64 **VOTING.** ALL MEMBERS OF THE COMMITTEE ARE ELIGIBLE TO VOTE.

65 **COMMITTEE CHAIR AND VICE CHAIR.** THE COMMITTEE ELECTS its own A CHAIR
66 AND VICE CHAIR ANNUALLY.