

POLICY & PROCEDURES MEMORANDUM

TITLE:	CHARTER: COMMITTEE ON COMMENCEMENT
EFFECTIVE DATE:	July 25, 1995* <i>(*Title Updates 6/7/12)</i>
CANCELLATION:	none
CATEGORY:	Academic (AA)

CHARTER

FUNCTION

The Committee on Commencement plans, coordinates, and manages the arrangement of the College's graduation ceremonies. It serves as an advisory committee to the Vice Chancellor for Academic Affairs.

MEMBERSHIP

The Committee will be appointed by the Chancellor and is composed of representatives from each campus and all major administrative areas.

TERMS OF OFFICE

Each member will serve for three consecutive years; appointments will be staggered.

MEETINGS

The Vice Chancellor for Academic Affairs will call the first meeting within one month of appointment of the Committee. Subsequent meetings will be called to accomplish the responsibility of the Committee.

July 25, 1995*
*(Title Updates 6/7/12)

AA-1630.1

REPORTS

The Chair of the Committee will prepare and submit the required reports as published in the yearly *Operational Guidelines* documenting the progress of the committee, with copies to the committee members.

Review Process:

Deans' Council 7/11/95
Executive Council 7/25/95

Distribution:

Distributed Electronically Via College's Website

Attachments:

Committee Standard Forms:

[Committee Initial Report \(Form A\)](#)

[Committee Recommendation Form \(Form B\)](#)

[Committee Attendance Report \(Form C\)](#)

[Committee Final Report \(Form D\)](#)