



SENATE

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Dr. Patrick Deane
Vice-Principal (Academic)
Dunning Hall, Room 120
Queen's University

6 October 2008

Dear Dr. Deane,

I am writing in response to your memo of September 19, 2008 regarding Spring 2008 Convocation ceremonies.

At its September 30 meeting, the Senate Committee on Academic Procedures discussed and supported the suggestion that the Committee concur with your recommendation to continue to present a series of multiple convocation ceremonies in Grant Hall in the Spring of 2009. Several Committee members received positive feedback about the new ceremony format from graduating students and their parents, and all members are looking forward to another successful series of ceremonies.

Yours sincerely,

A handwritten signature in cursive script, appearing to read "Charles Beach".

for Dr. Charles Beach
Chair, SCAP

Copy:
G. Moore, Office of the University Secretariat
D. Ness, Office of the University Registrar
C. Campsall, Office of the University Registrar

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MEMORANDUM



Vice-Principal (Academic)

To: Senate Committee on Academic Procedures
From: Dr. Patrick Deane
Vice-Principal (Academic)
Date: September 19, 2008
Subject: Report on Spring 2008 Convocations

In March 2007, the Senate approved a recommendation from the Senate Convocation Task Force that convocations be held in Grant Hall in 2008. The recommendation also called for a review following the Spring 2008 convocations, with the form and content of the review to be determined by the Vice-Principal (Academic) in consultation with Senate Committee on Academic Procedures (SCAP). I am writing to report to SCAP on a preliminary administrative review that has been discussed with the Deans.

During the months of June and July, staff from the Office of the University Registrar, the University Secretariat, IT Services, Event Services, Alumni Relations and Physical Plant Services, who are responsible for the organization and execution of the ceremonies, met to discuss all aspects of the ceremonies and then reported to the Vice-Principal (Academic). The summary report covered the following topics:

1. Grant Hall as a Convocation Venue
2. Number of Ceremonies
3. Tickets
4. Overflow Venue
5. Webcast
6. Presiding Officers at Convocation
7. Honorary Speakers
8. Welcome Tent, Signs of Celebration, etc
9. Faculty Participation
10. Hooding Sequence for Grant Hall
11. 2010 and Beyond

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In general, comments received about Grant Hall as a convocation venue have been very positive. A number of technical matters (size of the graduating class, ticket modification, overflow venue, etc.) require tweaking, and these details will be addressed administratively for 2009.

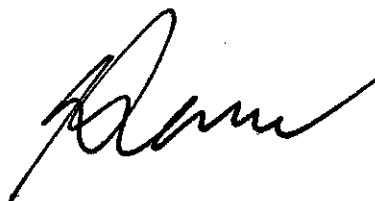
The Deans have reviewed the information and have reflected on their own direct experience this past Spring. The Deans support using Grant Hall in 2009.

The overall recommendation is, therefore, to continue to present a series of multiple convocation ceremonies in Grant Hall in the Spring of 2009.

At this time, a more extensive review does not seem warranted and I propose that SCAP concur with this recommendation. At a future date, I will reconvene a convocation working group to make recommendations for convocations beyond Fall 2009.

I would be happy to discuss this matter in more detail with SCAP if necessary.

✓ Copy: Georgina Moore, University Secretary

A handwritten signature in black ink, appearing to be 'D. Moore', written in a cursive style.