



# Commencement 2022 Proposed Schedule

# What We Learned from Commencement 2021

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- **Brevity of Each Ceremony was a Success**
  - Appreciated by leadership, attendees and guests, etc.
- **RSVP Ticketing System Worked Well**
  - Helped with planning, timing and safety
- **Clear Expectations For Ceremony Components and Timing**
  - Shorter Speeches
  - Faster process with name reading and photography
  - Ceremonies more focused on graduates
- **Stronger Staffing Support is More Effective**



# Location Review

**After a review other potential sites, we recommend the traditional University Quad as the most appropriate location and in recognition of our ability to showcase the University to friends and family.**

## **Other Locations that were reviewed:**

- CPP Soccer Fields (estimated \$80,000 to \$150,000 additional)
  - Issues are possible flooding if rain occur
  - The commencement setup may cause damage to the athletic fields
- Toyota Arena (estimated \$150,000 to \$200,000 additional)
  - CSUSB holds their commencement on the same weekend as they converted to semesters
- Hilmer Lodge Stadium – Mt. Sac (TBD)
  - Option to holding off campus activities at some point

# Proposed Change #1

**Increase the number of ceremonies from 8 to 12 in order to shorten the ceremonies to a fixed 90 minute schedule**

- Allows for succinct and inspiring ceremonies
- Eight College ceremonies can no longer manage the crowd size at the “large” ceremonies; however, multiple 90-minute events allow us to accommodate future growth in the number of graduates.
- Maximum Number of grads and guests increase safety and controls within the graduation area

	Time	Ceremony Length
Ceremony #1	8am	90 Minutes
	<b>2 Hour Break</b>	
Ceremony #2	11:30am	90 Minutes
	<b>2 Hour Break</b>	
Ceremony #3	3pm	90 Minutes
	<b>2 Hour Break</b>	
Ceremony #4	6:30pm	90 Minutes

# Official Components for 90 Minute Ceremony

Ceremony Components	Approximate Time
Processional	18 minutes
National Anthem	2 minutes
Dean's Welcome	3 minutes
President's Speech	3 minutes
McPhee Award	3 minutes
Speaker/Honorary Doctorate	4 minutes
Provost Awards	3 minutes
Conferral of Doctorates	**
Conferral of Masters	7 minutes
Conferral of Bachelors	40 minutes
Closing Remarks	2 minutes
Recessional	5 minutes
Total	90 Minutes

\*\* Ed.D. in CEIS only

# Proposed 3-Day Commencement Schedule

## Friday, May 20, 2022

- 8am - CEIS
- 11:30am - Collins
- 3pm - Agriculture
- 6:30pm - ENV

## Saturday, May 21, 2022

- 8am - Business
- 11:30am - Business
- 3pm - CLASS
- 6:30pm - CLASS

## Sunday, May 22, 2022

- 8am - Engineering
- 11:30am - Engineering
- 3pm - Science
- 6:30pm - Science



# Proposed Change #2

## Continue to use ticketing system

- Helps to gain control of number of guests within the graduation area
- Ability to accommodate continuous growth of graduate numbers and manage venue capacity
- Increases safety within the graduation area & gives accurate count of attendees
- Guarantees we can provide shorter ceremonies
- Ensures we can contact trace - which will be required through 2022



# Managing Number of Attendees

College	Approximate Grads	6 Tickets per Grad	8 Tickets per Grad
CEIS	400	2,800 attendees	3,600 attendees
Collins	400	2,800 attendees	3,600 attendees
AG	550	3,850 attendees	4,950 attendees
ENV	450	3,150 attendees	4,050 attendees
Business	900 (1/2 of class size)	6,300 attendees	8,100 attendees
CLASS	750 (1/2 of class size)	5,250 attendees	6,750 attendees
Engineering	650 (1/2 of class size)	4,550 attendees	5,850 attendees
Science	600 (1/2 of class size)	4,200 attendees	5,400 attendees

Graduates would receive a set number of tickets for commencement when they RSVP to attend. After a set amount of time any unclaimed tickets would become available by request for graduates who need additional tickets.



# Pandemic Response

The addition of RSVP ticketing allows us to easily adjust the number of tickets to meet the state or county guidelines.



Tickets will become available at the very end of March or early April. This allows us the time to make adjustments (if needed) to meet the current guidelines for commencement.



The addition of RSVP ticketing allow us to meet the requirement of LA County and CPP mitigation plans.

