

**Howard L. Cheek**

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**From:** Lee Cheek  
**Sent:** Wednesday, September 20, 2017 10:56 AM  
**To:** Robert G. Boehmer  
**Cc:** Susan Gray  
**Subject:** Request to Make the Convocation Committee a Permanent Standing Committee of the College

**Importance:** High

Dr. Boehmer:

As the two members of the East Georgia State College community most involved with the organization of the College's annual Academic Convocation, we would like to respectfully recommend that the Convocation committee be established as a permanent standing committee of the College.

The overall mission of the Convocation, namely, to inspire and "set the tone" for the academic year, is vital to our overall work and success. While we owe a great debt to you for inspiring the creation of the event, and we believe the establishment of a permanent administrative committee to oversee the planning and promulgation of the yearly event is essential to our continued success.

We also take the liberty of recommending the composition of the proposed standing committee:

Dr. Carmine Palumbo, Co-Chair  
Dr. Lee Cheek, Co-Chair  
Professor Kelly Ansley  
Joe Canady  
Katelyn Moore  
Kimberly Powell Page  
Professor Jessica Palumbo  
Professor David Strickland

Thank you for your consideration.

Carmine Palumbo and Lee Cheek

*As originally proposed and  
Approved, Fall 2017*

## Convocation Committee

**Purpose and Functions:** The purpose of the Convocation Committee is to plan and implement the college's annual convocation program and supporting events. The functions of the committee include coordination with academic affairs, the Vision Series Committee and other relevant college units and student organizations in the selection of the convocation theme and foundational materials, and in the planning of supplementary topical events in support of the Convocation theme. Its function is to recommend policies and procedures as necessary and proper to accomplish its purpose.

### **Membership:**

Dean of School of Humanities, Chair;  
Dean of School of Social Sciences, Co-Chair;  
Library Director;  
Information Technology Support Specialist;  
Institutional Advancement Communications Coordinator;  
School of Social Sciences Administrative Assistant;  
School of Humanities Administrative Assistant;  
Director of First Year Experience; and  
Student, appointed by Student Government Association.