Convocation Standing Committee
Meeting with
President Boehmer

19 April 2018

President’s Conference Room; 2:00 pm

AGENDA


2. 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.*

3. Revised and Current Membership:
   - Dean of School of Humanities and Social Sciences: Chair; Dr. Cheek
   - Dean of School of Mathematics/Science, Co-Chair; Dr. Wedincamp
   - Library Director: Professor Kelly Ansley
   - Information Technology Support Specialist: Joe Canady
   - Institutional Advancement Communications Coordinator: Katelyn Moore
   - School of Mathematics/Science Administrative Assistant-Mrs. Cassidy; and Humanities and Social Sciences Administrative Assistant-Ms. Page
   - One faculty from each school: elected by faculty of each school at Fall workshop (total of 3)
• Director of First Year Experience: Prof. David Strickland
• Student, appointed by Student Government Association: Krystal Perry

4. 2018 Convocation Date September 13, 2018; 11:00am Auditorium

5. Selected Text *Selfie: How We Became So Self-Obsessed and What It's doing to Us* by Will Storr

6. Required text for Psychology, First Year Experience, and Math/Science other disciplines and classes.

7. Text mission: make available to as many students as possible.

8. Resident Assistants and Correll Scholars book assignments over the summer, with Dr. Brasher and Dr. Cheek preparing a study guide for the text. Text is the assignment for the Correll Scholars Summer Reading Program.

9. Library, Culture of Respect Taskforce, CSP, et al., co-sponsorships and procurement of texts.

10-Next meeting of Convocation Committee, 5/2/2018; 9:00am, Heritage Center Conference Room

11-Overview of Current Assignments from Minutes

12-Speaker

13-Other issues

14-Committee note listed in Statutes of College or on website.

Attachments
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
Convocation Committee

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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.
From: Robin L. Brinson  
Sent: Monday, April 09, 2018 2:33 PM  
To: Howard L. Cheek <lcheck@ega.edu>; Jimmy Wedincamp <wedincamp@ega.edu>; Kelly R. Ansley <kansley@ega.edu>; Mary K. Moore <mkmoore@ega.edu>; Lisa M. Cassidy <lmcassidy@ega.edu>; David L. Strickland <dstrick@ega.edu>  
Cc: Mary C. Smith <mcsmith@ega.edu>; Susan Gray <sgray@ega.edu>  
Subject: Convocation Committee Meeting with President Boehmer  

Good afternoon,

Earlier this year, the EGSC Statutes were revised including additions and updates to Standing Committees. A new standing committee was added – Convocation Standing Committee.

A meeting has been scheduled to update President Boehmer on the works of your committee and plans for the future of your committee: Your meeting is scheduled for:

**Convocation Committee**
- April 19, 2018
- 2 p.m.
- President’s Conference Room (Polycom will be available)

Below is information included in the recently revised EGSC Statutes for your review prior to this meeting:

**Convocation Committee NEW**

*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 and Social Sciences, Chair;
- Dean of School of Mathematics/Science, Co-Chair;
- Library Director;
• Information Technology Support Specialist;
• Institutional Advancement Communications Coordinator;
• School of Mathematics/Science Administrative Assistant; (deleted- Humanities Admin Asst)
• One faculty from each school, elected by faculty of each school;
• Director of First Year Experience; and
• Student, appointed by Student Government Association.

Please confirm your attendance with an email to me at rlbrinson@ega.edu by April 12, 2018. Please also let me know with your response if you will be using polycom for the meeting.

Thanks,
Robin

Robin Brinson
Administrative Assistant to the President
East Georgia State College
131 College Circle
Swainsboro, GA 30401
(478) 289-2027
(478) 289-2136 Fax
rlbrinson@ega.edu
East Georgia State College
Convocation
Meeting Minutes
April 5, 2018

I. Chairperson Dr. Howard Lee Cheek started the meeting at 9:00 am in the Heritage Center Conference room, C281 at 11:00 am

II. Attendance
The following members were present: Dr. Wedincamp, Co-Chair
Joe Canady, IT Support Specialist
Katelyn Moore, IA Communications Coordinator
Lisa Cassidy, AA School of Mathematics/Science

Absent: Kelly Ansley, Library Director, David Strickland, Director of First Year Experience and Krystal Perry, SGA student

III. Agenda
Highlighted info is what was discussed/voted upon

<table>
<thead>
<tr>
<th>Action Needed</th>
<th>Description</th>
<th>Responsible Person</th>
<th>Level of Completion</th>
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<tbody>
<tr>
<td>Theme</td>
<td></td>
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<tr>
<td>Select Convocation Text</td>
<td>Selfie: How we Became So Self-Obsessed and What It’s Doing to Us by Will Storr</td>
<td>Dr. Wedincamp</td>
<td>Complete</td>
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<tr>
<td></td>
<td></td>
<td>Joe Canady 2nd, all present were in favor</td>
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<tr>
<td>Select Convocation Speaker</td>
<td>Secure speaker for event</td>
<td>Dr. Cheek will contact Will Storr</td>
<td></td>
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<tr>
<td>Reserve Space for Event</td>
<td>Contact A. Williams/Make Request</td>
<td>Page/Cassidy</td>
<td></td>
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<tr>
<td>Sound/technology issues/including</td>
<td>Contact IT/Make requests</td>
<td>Cassidy</td>
<td></td>
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<tr>
<td>rehearsal and sound check on 19</td>
<td>Also request sound check 10:00 am 9/20, have office set up for speaker</td>
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<tr>
<td>Sept.</td>
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<tr>
<td>Promotion of event</td>
<td>Press releases, website, involvement of Kaitlyn, et al.</td>
<td>Katelyn</td>
<td></td>
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<tr>
<td>Introductory memo to College</td>
<td>Campus-wide announcement of event</td>
<td>Wedincamp/Cheek</td>
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<td>community</td>
<td></td>
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<tr>
<td>Integration of CATS</td>
<td>Dr. Cheek met with him</td>
<td>Strickland</td>
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<td>Invitation to Pres.</td>
<td>Pres. Involvement</td>
<td>Wedincamp/Cheek</td>
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<tr>
<td>Good bag for speaker</td>
<td>Remember water for stage</td>
<td>Katelyn</td>
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<tr>
<td>Speaker’s Fee</td>
<td>Secure Funding</td>
<td>Wedincamp/Cheek/Cassidy/Page/Katelyn</td>
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<tr>
<td>Speaker’s Lodging and related arrangements</td>
<td>Make reservation</td>
<td>Cassidy</td>
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<td>Transportation of Speaker</td>
<td>Travel to and from SAV airport</td>
<td>Wedincamp/Cheek</td>
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<tr>
<td>Speaker Master Schedule</td>
<td>Overall schedule for event</td>
<td>Page/Cassidy</td>
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<tr>
<td>Luncheon for Speaker after Convocation</td>
<td>Arrange luncheon; reserve Fulford; request funding from Elizabeth; invitation list and invitations</td>
<td>Page/Cassidy</td>
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<tr>
<td>Speaker Travel</td>
<td>Arrangements/Payment</td>
<td>Cassidy</td>
<td></td>
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<tr>
<td>Library and COR Co-sponsorship</td>
<td><strong>Buy copies of text</strong></td>
<td>Kelly</td>
<td></td>
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<tr>
<td>Itinerary/list of happenings</td>
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<td>Cassidy/Page</td>
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**IV. Next meeting**

May 2\textsuperscript{nd} at 9:00 am, Heritage Center Conference Room

Minutes submitted by Lisa Cassidy 4/5/2018

Minutes Approved by