

CASSC Convocation Subcommittee Meeting Minutes

November 30, 2023 | 2pm | CSS 303 or Zoom

Members in attendance:

Aidan Cooke, Aimée Anctil, Alisha Gopinath, Emma Kaszecki, Shihab Islam, Sim Dhanda, Shelly Strain, Catherine O'Brien, Trisha Gayle Pearce, Patricia Smith, Karen McQuade Smith, Kristina Smith, Joanne Sokolowski, Taylor Stark

Meeting Minutes:

1. Welcome & Introductions
 - ☐ Introduction to student and staff members.
2. Purpose of Committee & Terms of Reference
 - ☐ See attached
3. PowerPoint of Convocation (with added comments for staff)
 - ☐ See attached
 - ☐ It is best to apply to graduate early so the RO (Registrar's Office) can look to make sure you have everything you need to graduate.
 - ☐ Conference Services can be used to rent regalia for grad photos and can be done through marketplace.
 - ☐ Alumni gift can be picked up with degree after you hand in your regalia. There will be a sticker to place on your student card that will change it to your alumni card. This will give you access to lots of perks and discounts. You can find all the information on this [here](#).
4. Review of DRAFT ceremony schedule
 - ☐ No draft as of yet. Dates are scheduled for June 4-7, 10-12 for Peterborough. June 14 for Durham. A draft schedule will come out in the new year.
5. Notes to bring to your Colleges/Groups:
 - All students planning to graduate MUST complete the Application to Graduate
 - Accessible in myTrent portal
 - Deadline: April 5th, 2024 (a bit later for grad students)
 - RSVP Form
 - Students will be asked to RSVP for Convocation via a Qualtrics survey
 - We provide regalia
 - Students are provided with regalia, no need to rent or purchase yourself for the ceremonies
 - A convocation t-shirt with all graduates' names will be available for purchase
 - There is a spot to opt out of including your name when you apply to graduate.

- StageClip will be sent to every student crossing the stage
 - After the ceremony, students will receive a video of them crossing the stage & shaking the Chancellor's hand
 - Check the website for updates & details: www.trentu.ca/convocation
6. Budget – will be reviewed at March 2024 meeting
- ☐ Will be asking for an increase this year.
 - ☐ Cover the cost of the honorarium for the indigenous representatives who lead the students into convocation.
 - ☐ Cover the cost of a student worker that will help with all things convocation as we have gone from hosting 5 ceremonies to 12.
7. Questions, any feedback, other business?
- ☐ N/A