

**Convocation Sub-Committee of CASSC**

Friday, March 4, 2022, 9:30 am via Zoom

**Agenda**

1. Welcome & Introductions

Present: Joanne Sokolowski, Neha Rampertab, Erin Davidson, Louise Campbell, Karen McQuade Smith, Thomas Maya – LEC, Thashnika Hettiarachchi – TISA, Trent annual yearbook

1. Purpose of Committee & Terms of Reference

Changes discussed and approved at this meeting: correct name of GSA is TGSA, add a student representative from TISA and add a rep from Grad Studies as a consultant. Separate the staff and faculty roles, then the union can nominate a staff rep and the provost’s office can add this committee to the list of faculty committees. This will also make departments aware of convocation, its processes and any updates.

1. PowerPoint of Convocation – attached at end
2. Review of DRAFT ceremony schedule. The convocation schedule still needs edits and is not finalized yet. Waiting for confirmation from HDRs to make final round of edits. Will be posted on the website once finished.
3. Notes to bring to your Colleges/Groups:

* All students will be asked to RSVP for Convocation
* Students are provided with regalia, no need to rent or purchase yourself
* Would like to offer a convocation T-Shirt with all graduate names for purchase
* Planning to provide something called “StageClip” one day after the ceremony, students receive the video of them crossing the stage & shaking the Chancellor’s hand
* Check the website for details: trentu.ca/convocation

1. Review of Budget – attached.The budget is mixed with Peterborough and Durham expenses. Joanne will go through and see what can be sorted out in order to get a comprehensive budget per campus.
2. Questions, any feedback, other business?

Trent Annual would like to have 2020 and 2021 yearbooks available at make-up ceremonies. These ceremonies will be held on June 13 (PTBO). These ceremonies will have a less formal structure, but still allow students to cross the stage in regalia.