



**GRADUATION STEERING COMMITTEE MEETING**  
**Conference Room, Office of the University Registrar, MSU-IIT**  
**January 05, 2024**  
**2:00 PM**

Presiding Officer: Mr. Ricardo C. Enguito, University Registrar

The meeting started with a prayer.

TOPIC		ACTION
<b>Agenda:</b> 1. Reports from each committee 2. Pre-comm: Lead College (CSM) update or report 3. Commencement ceremony matters (final date of graduation) 4. Commencement Speaker 5. Potential concerns 6. Other Matters		

TOPIC	DISCUSSION	ACTION
1. Reports from each committee	-CON Dean: 200 per student collection for morning snacks; No lunch - Original plan is snacks only  -CSM suggestion is to have lunch and snacks for students for continuity to facilitate shepherding.  -It would be better to provide lunch to graduating students.	
2. Pre-comm: Lead College (CSM) update or report	-Only dignitaries will do the recessional during pre-com. Graduates will stay in the venue  -200 peso is put on-hold due to suggestion that instead of snacks, lunch will be served to graduating students.  -Since the time of commencement exercises is at 3:00pm, it was realized that it would be feasible to serve snacks only, not lunch.	

<p>3. Commencement ceremony matters (final date of graduation)</p>	<p>Food Committee – purchase request already submitted, purchasing cannot yet process due to existing policies.</p> <p>This concern also includes other committees, sound and CSM for pre-com preparations.</p> <p>CSM Dean – clarifies that preparation for CSM only covers pre-com activities such as the food for the guest speaker and token.</p> <p>CSM- to submit to OPI the program flow. To look for an MC during the pre-com.</p> <p>Date of graduation is on February 2, 2024; 1:00 pm –Preparation</p> <ul style="list-style-type: none"><li>a. Shepherding</li><li>b. Pre-Com</li><li>c. Commencement Exercises</li></ul> <p>As of January 5, 2024, 3:00 pm, colleges and school updates on the latest number of candidates of graduation.</p> <p>CSM- 35 COE- to submit on Monday (January 8, 2024) CEBA- 39 CASS- 15 CED- 29 CCS – 46 SIS – 1 CCA - 2</p>	<p>To make a request to ChanZed to make exemptions on existing policies to fast-track graduation related requests.</p>
<p>4. Commencement Speaker</p>	<p>-No final guest speaker yet.</p>	

5. Potential Concerns	None	
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Other Committees		
Other Matters	<ul style="list-style-type: none"><li>Next GSC meeting will be on January 24, 2024; 2:00 pm</li></ul>	
Adjournment	Meeting adjourned at 3:00 pm	
Prepared by:  Miguel Den R. Sade Secretariat		
Attested by:  <b>Ricardo C. Enguito</b> University Registrar		