

# MEMORANDUM

**Date:** April 14, 2016  
**TO:** All Faculty Senate Members  
**FROM:** Keith Koons  
Chair, Faculty Senate  
**SUBJECT:** Faculty Senate Meeting on April 21, 2016

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Meeting Date: Thursday, April 21, 2016  
Meeting Time: 4:00-6:00 p.m.  
Meeting Location: Student Union Key West, Room 218

## A G E N D A

1. **Call to Order**
2. **Roll Call**
3. **Approval of Minutes of March 31, 2016**
4. **Announcements and Recognition of Guests**
5. **Report of the Provost**
6. **Old Business**  
None.
7. **New Business**
  - Introduction of Members
  - Election of Senate Officers 2016-2017. Nominations by the Nominating Committee – *Reid Oetjen*  
**Chair:** Dr. Keith Koons, College of Arts and Humanities  
**Vice Chair:** Dr. William Self, College of Medicine  
**Secretary:** Dr. Kevin Coffey, College of Engineering and Computer Science  
Additional nominations may be made from the floor if the nominee is willing to serve and copies of a biography are provided.
  - Call for Topics 2016-2017
  - Establishment of the Steering Committee for 2016-2017

In addition to the elected officers of the Senate and the immediate past chair of the Senate, the Steering Committee will need the following:

  - (2) members from the College of Arts & Humanities
  - (1) member from the College of Business Administration
  - (1) member from the College of Education and Human Performance
  - (2) members from the College of Engineering and Computer Science
  - (2) members from the College of Health and Public Affairs
  - (1) member from the College of Medicine
  - (1) member from the College of Nursing
  - (1) member from the College of Optics and Photonics

- (2) members from the College of Sciences
- (1) member from the Rosen College of Hospitality Management
- (1) member from the University Libraries

Steering Committee members are elected by the senators of their respective academic units.

- Establishment of the Committees on Committee for 2016-2017

The Committee on Committees is chaired by the Vice Chair of the Senate and is composed of one Steering Committee member from each academic unit.

**8. Other Business**

**9. Adjournment**