

## MEMORANDUM

**TO:** Steering Committee

**FROM:** Dr. Arlen Chase  
Chair, Faculty Senate

**DATE:** February 2, 2004

**SUBJECT:** **STEERING COMMITTEE MEETING**

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**DATE:** February 12, 2004  
**TIME:** 4:00 p.m.  
**ROOM:** Phillips Hall, Room 4061

### A G E N D A

1. **Call to Order**
2. **Roll Call**
3. **Minutes of January 8, 2004**
4. **Announcements and Recognition of Guests**
5. **Old Business**
6. **New Business**
  - American Sign Language – Dr. Schell
  - UCF-TIP, RIA, and SchTL Documents – Dr. Modani
  - Standing Committee Reports
    - Budget & Administrative** – Dr. Cynthia Young
    - Graduate Council** – Dr. Alain Kassab
    - Personnel** – Dr. Rosie Joels
    - Undergraduate Policy & Curriculum** - Dr. Bob Pennington
7. **Other**