

MEMORANDUM

Date: October 26, 2011
TO: Members of the Steering Committee
FROM: Ida Cook
Chair, Faculty Senate
SUBJECT: **STEERING COMMITTEE MEETING on November 1, 2011**

Meeting Date: Tuesday, November 1, 2011 *(Please note the non-standard day.)*

Meeting Time: 4:00 – 6:00 p.m.

Meeting Location: College of Arts and Humanities, Room 192A

A G E N D A

1. **Call to Order**
2. **Roll Call**
3. **Minutes of October 6, 2011**
4. **Announcements and Recognition of Guests**
5. **Report of the Provost**
6. **Old Business**
 - Update on Undergraduate Catalog Deadline
7. **New Business**
 - SPoI Pilot Testing - *Daniel Harpin and Lisa Wayte*
 - Update on Electronic Promotion and Tenure Files
8. **Committee Reports**
 - Budget and Administrative Committee – *Arlen Chase*
 - Graduate Council – *Jim Moharam*
 - Parking Advisory Committee – *Reid Oetjen*
 - Personnel Committee – *H.G. Parsa*
 - Undergraduate Council – *Kelly Allred*
9. **Other Business**
10. **Adjournment**