

## MEMORANDUM

**TO:** All Faculty Senate Members  
**FROM:** Dr. Arlen Chase  
Chair, Faculty Senate  
**DATE:** November 10, 2003  
**SUBJECT:** Faculty Senate Reception and Meeting

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*The Student Government Association will host a Reception  
at the Faculty Senate Meeting.*

**DATE:** November 20, 2003  
**TIME:** Reception at 3:00 p.m and Meeting at 4:00 p.m.  
**ROOM:** Student Union, Key West 218

## A G E N D A

1. **Call to Order**
2. **Roll Call**
3. **Minutes of October 23, 2003**
4. **Announcements and Recognition of Guests**
  - ☛ Teaching Assignments and Schedule for Spring 2004
  - ☛ Undergraduate Teaching Equipment
5. **Old Business - None**
6. **New Business**
  - Athletic Presentation - Mr. Steve Orsini
  - Promotion and Tenure Resolution
  - Standing Committee Reports
    - Budget & Administrative** - Dr. Richard Tucker
    - Graduate Council** - Dr. Stephen Goodman
    - Personnel** - Dr. Randy Upchurch
    - Undergraduate Policy & Curriculum** - Dr. Bob Pennington
7. **Other**