

Send the
minutes
to the

MEMORANDUM

TO: Steering Committee
FROM: Dr. Arlen Chase
Chair, Faculty Senate
DATE: October 28, 2003
SUBJECT: **STEERING COMMITTEE MEETING**

DATE: November 6, 2003
TIME: 4:00 p.m.
ROOM: Phillips Hall, Room 406I

A G E N D A

1. **Call to Order**
2. **Roll Call**
3. **Minutes of October 9, 2003**
4. **Announcements and Recognition of Guests**
5. **Old Business**
 - Trustee Chairs/University Chairs
 - Scholarship In Teaching Awards
6. **New Business**
 - Teaching Assignments and Schedule for Spring 2004
 - Excellence in Professional Service Awards
 - 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**
 - Appreciation Reception - meet and greet for the Faculty Senate and the student leadership (SGA)