

Hurricane  
Frances

**MEMORANDUM**

**TO:** Steering Committee  
**FROM:** Dr. Arlen Chase  
Chair, Faculty Senate  
**DATE:** September 6, 2004  
**SUBJECT:** STEERING COMMITTEE MEETING

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*The 2004-2005 Steering Committee will hold its first meeting for Fall Semester:*

**DATE:** September 9, 2004  
**TIME:** 4:00 p.m.  
**ROOM:** OOR Conference Room 243

**A G E N D A**

1. Call to Order
2. Roll Call
3. Minutes of *August 19, 2004*
4. Announcements and Recognition of Guests
5. Old Business
6. New Business
7. Other