

MEMORANDUM

To: Members of the University Senate

From: Teresa Gilman

Re: Organization of Standing Committees

21 August 2015

In response to the Agenda Committee's request that all Senate committees meet to elect chairs and organize their committees, set calendars, consider agenda items for the year, etc. I have reserved rooms in Maxwell and Eggers as indicated on the appended list.

Because of limited facilities it has been necessary to assign two groups to some of the larger rooms and to utilize various parts of the auditorium as well. Rooms will be available until 5:00 p.m. Committees that have already elected their chairs have not been assigned a room.

Last year's committee chairs are asked to assume responsibility for convening the new membership at 4:15 p.m. on Wednesday, 9 September 2015 at the assigned locations.

A reception will follow in the Maxwell foyer.