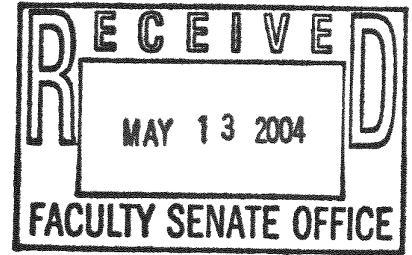




MEMORANDUM



To: Donna E. Shalala, President

From: Mary Coombs *MC*
Chair, Faculty Senate

Date: May 5, 2004

Subject: Faculty Senate Legislation #2003-24(D) – Amendment to the timing of the Outstanding Teaching Award Ceremony (Amendment to Legislation #2002-21(D))

Currently, per Legislation #2002-21(D), the Faculty Senate’s Outstanding Teaching Award Ceremony is to be held in January. The Faculty Senate, at its April 28, 2004 meeting, voted unanimously to amend that legislation to allow flexibility when scheduling the date of the function. The amendment is as follows:

The Outstanding Teaching Award Ceremony shall be held in January or, if other calendaring issues make a January date undesirable, in February.

This legislation is now forwarded to you for your information. No action is required.

MC/kl

cc: Luis Glaser, Executive Vice President and Provost

*on
DSS*