MEMORANDUM

TO: Members of the Faculty Senate

FROM: Beheruz N. Sethna, President

RE: Response to Senate Actions

DATE: January 14, 2004

Following is my response to the actions of the Faculty Senate as represented in the minutes of the meeting of September 12, 2003, which were approved at the Faculty Senate meeting on October 17, 2003.

Committee Report:

Item A) Graduate Studies Committee

Motion to revise the Senate Bylaw Article I, Section 2 as stated in the minutes was passed unanimously.

I accept this motion with two editorial changes:

1) The minutes refer to Senate Bylaw Article I, Section 2, while it should read *Policy and Procedures Manual*, Article IV, Section 2, F, 9.

2) Correction of typographical error in minutes: “…three members elected at large annually from the graduate faculty ...”.