1. Approval of agenda

2. Reports
   - Chair-Dean’s Letter has gone out to the Deans and Associate Deans
     Posted the Letter to the Deans on the Senate Web site under the UCL
     Minutes
   - President- No report but was available for questions.
   - COBRA- Meeting this week with Dean Basu from CBE

3. Completed discussion of letter to the University Community.

4. Plan future discussions to create long term and short term strategies.

5. Committee will meet next Wednesday February 18, 2004 in President’s
   Conference Room, 12:00-1:30pm.

6. Adjournment

Respectfully submitted,

Melany Spielman, Secretary