1. Selection of the day’s secretary

2. Approval of minutes

3. Announcements
   a) Improvement in web nomination forms & verifying eligibility
   b) Announcements sent/posted (students, Honors students, faculty-staff, alumni)
   c) Nominations to date; reminder to be sent
   d) Meeting with MIS Senate Project team (database and website)
   e) Standing request for $100 funding for MIS projects

4. Review/revise Alison announcement

5. University Honors Day Booklet
   a) Progress report, implementation date
   b) Current requests for approval of new awards

6. Conflict of interest proposal from subcommittee on databases and website

7. Organize teams/process for reviewing 2003 Excellence nominations