

**SAMPLE ONLY**

**OPEN MEETING NOTICE SUBMISSION  
for Posting with the  
Secretary of State/Texas Register Division**

DATE OF SUBMISSION: 12/1/2004 (*Note required format for date -- numbers only, slashes, and four-digit year*)

NAME OF AGENCY: The University of Texas System

BOARD:

COMMITTEE: The University of Texas at Austin (*Use full name of institution*) - Animal Care and Use Committee (*Please use one short dash rather than a long hyphen to ensure compatibility with the electronic submission form.*)

DATE OF MEETING: 12/6/2004 (*Note required format for date - numbers only, slashes, and four-digit year*)

TIME OF MEETING: 9:00 AM (*Note required format for time - capital letters, no punctuation*)

ROOM, BUILDING, & STREET LOCATION: Room 422a, Health Sciences Building (HSB), 8805 Curl Drive (*Take care to avoid abbreviations in this section. If acronyms are important, please provide in parentheses after the fully-spelled out word, term, or phrase. Avoid using hard returns as these create problems for submitting in the online form Also, please note order of presentation of address information: room, building, then street. Do not include city, state, or zip code here.*)

CITY: Austin

IF EMERGENCY MEETING, REASON:

ORIGINAL MEETING TRD# (if applicable):

ADDITIONAL INFORMATION OBTAINED FROM: Chris Doe, 8805 Curl Drive, Austin, Texas 78701-2981, Telephone: 512/499-4402, Fax: 512/471-7777, Email: cdoe@utsystems.sample.edu (*Please provide this contact information in this order and using this style and format.*)

COMPLETE AGENDA (single space):

- A. Convene in Open Session (*Avoid using a tab or automated bulleted list. Instead, use two spaces after each letter.*)
- B. Approval of Minutes from August 8, 2004 meeting (*If an item is to be considered for action or approval, so indicate.*)
- C. Discussion and Appropriate Action Regarding New Business
  - Review of Addendum 293I: Supplemental mice for Homocysteinemia experiment
  - Review of Addendum 313A: Sedation of rats by halothane administration prior to aenesthesia with Xylazine (*Do not justify the right margin.*)
  - Review of Addendum 315C: Change in anesthetic/bleeding and tail vein infusion
  - Review of Protocol 330: Elastin repair in lungs of mice with Homocysteinemia

*(Avoid using automated bulleted lists because they are incompatible with the online form required by the Texas Register. Instead of bullets, use letters or simple dashes for vertical lists.)*

D. Recess to Executive Session (*Texas Government Code*, Chapter 551) (working lunch during Executive Session) (*Use language related to recessing to Executive Session and remember that closed sessions must be followed by an Open Session to recess or to take action.* )

1. Personnel Matters Relating to Appointment, Employment, Evaluation, Assignment, Duties, Discipline, or Dismissal of Officers - *Texas Government Code* Section 551.074 (*Be specific and clear. Avoid vague references.*)

E. Reconvene in Open Session for action on Executive Session items

F. Reports

1. Report on Correctional Managed Health Care from paper entitled "Outstanding Correctional Care in Academic Health Institutes" (*Please keep in mind that what the discussion is about is more important than who is leading the discussion. It is acceptable to identify participants, but that does not substitute for the descriptive information about content, which is essential. Also, please use straight quotes and straight apostrophes, which are compatible with the online form rather than smart quote or curly apostrophes (also known as right single quotation mark) which are not. The web version of the Open Meetings form requires straight quotes, which can be designated by clicking on the Tools menu, choosing Auto Correct Options, and then clicking on the AutoFormat as you Type tab. Under Replace as you Type, select "straight quotes." Detailed information about the difference between "curly quotes" or "smart quotes" and "straight quotes" is available through Microsoft Office Assistant.* )

2. Report on Fiscal Year 2005-2006 budget projections

G. Announcements

1. Update on Subchapter E Charter Application

2. Discussion of 2004-2005 Student Code of Conduct, Discipline Management Plan, and Memorandum of Understanding

H. Adjourn

I. Campus Tour. It is possible that this optional tour of facilities may include a quorum of the Board or a Board Committee. (*Please be alert to gatherings of members of a committee or board that would constitute a quorum.*)

To request accommodations under the Americans with Disabilities Act, please contact the Board Office at least three days prior to the meeting. The Board Office may be reached by phone at (512) 499-4402; by email at bor@utsystem.edu; and by mail at 201 West Seventh Street, Suite 820, Austin, Texas 78701-2981. (*Effective June 2005, this language is required in ALL open meeting submissions.*)

CERTIFICATION: I certify that I have reviewed this document and that it conforms to all applicable Texas Register filing requirements.

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Francie A. Frederick  
Counsel and Secretary to the Board  
Board of Regents  
The University of Texas System  
512/499-4402

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Date