**Search Committee Meeting**

**Honors Dean**

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| Present: | Diana CheshireBrent BakerDeepa DevasenapathyMelodie EichbauerCollen RobbStarlette SinclairValarie WeissGerritt VandermeerKelly AllaireAnnaliese BayerKenda Letendre |
| Date/Time: | Oct 5, 2023 3:00-4:30pm |
| Location: | MAR 402 |

**Meeting Minutes**

**Start Time: 3:00pm**

1. **Introductions & Announcements**
	* Committee members introduced themselves.
2. **Discussion**
	* Reviewed and edited job position details for finalized posting.
	* Discussion of different places to advertise the position.
	* Discussion of potential interview questions.
3. **Actions Going Forward**
	* Finalized version of the position description will be submitted to HR by the Chair. Administrative support will send the finalized version to the committee.

**End Time: 4:30 pm**