**Search Committee Meeting**

**Honors Dean**

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| Present: | Diana Cheshire  Brent Baker  Deepa Devasenapathy  Melodie Eichbauer  Collen Robb  Starlette Sinclair  Valarie Weiss  Gerritt Vandermeer  Kelly Allaire  Annaliese Bayer  Kenda 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**