**Search Committee Meeting**

**Honors Dean**

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| Present: | Dr. Diana Cheshire Dr. Brent Baker Dr. Deepa Devasenapathy Dr. Melodie Eichbauer Dr. Colleen Robb (virtual) Dr. Starlette Sinclair Dr. Valerie Weiss Mr. Gerritt Vandermeer Ms. Annaliese Bayer Ms. Vee LeonardMs. Heather MacQueenMs. Jessica ShultzMs. Waneka McFarlaneDr. Mark Rieger |
| Date/Time: | September 22, 20332:00 – 4:00 p.m. |
| Location: | Marieb Hall 402 and Teams |

**Meeting Minutes**

**Start Time: 2:00 p.m.**

1. **Introductions**
	* Committee members introduced themselves.
2. **Charge to the Committee**
	* Provost Rieger asked the committee to develop a pool of applicants.
	* A requirement of the position is to qualify at the rank of Professor.
3. **Training**
	* Ethics and Compliance
	* General Counsel – Searching in the Sunshine
	* Human Resources
4. **Committee Business**
	* Discussion on the creation of the job description and edits.
	* Committee will plan to meet again in two to three weeks.

**End Time: 4:00 p.m.**