**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 Leonard  Ms. Heather MacQueen  Ms. Jessica Shultz  Ms. Waneka McFarlane  Dr. Mark Rieger |
| Date/Time: | September 22, 2033  2:00 – 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.**