Horticultural Sciences (HS) Department Faculty Advisory Council (FAC) Meeting Minutes
May 14, 2013 9:30-11:00  In attendance: Chris Chase, Ken Cline, Eduardo Vallejos, Rebecca Darnell

1 – The printed department prospectus is complete.
   • The FAC will request Curtis Smyder to hold the hard copies for use in recruiting events.

2 – The FAC reviewed the interview schedule from the past chair search and agreed that overall the schedule worked well.
   • The FAC recommends that the program for 2012 is used again for 2013 with one modification
   • For the 2013 search, the FAC recommends that the meeting time slot with the Fifield Hub leaders is instead used for a meeting with the interim chair

3 – The FAC discussed the need to have a plan in place regarding research space for the new chair prior to candidate interviews. The quality and nature of the space was discussed. In addition, a mechanism is needed for changes in departmental space distribution over time. Towards meeting these two goals:
   • Ken Cline, space committee chair, will re-send the most current space data to the Interim Chair and to the FAC members
   • The FAC will develop a poll to survey the faculty regarding projected space needs for the next 3-5 years; Chris Chase will draft and the FAC will finalize for the chair to approve prior to polling, with the goal of sending the poll by the end of May

4 – The FAC discussed the need to have improved IT Department appearance and function prior to chair candidate interviews. Towards this goal:
   • The FAC will develop a poll to survey the IT department members for information as to how their time is spent with respect to tasks performed and clients served; Eduardo Vallejos will draft, the FAC will finalize for chair approval prior to polling
   • The FAC will develop a poll to survey the faculty regarding current and projected needs for IT service; Rebecca Darnell will draft and the FAC will finalize for chair approval prior to polling.
   • The FAC recommends that the survey and removal of obsolete equipment is initiated immediately

The meeting adjourned at 11:00 AM
Submitted by Christine Chase