FAC Meeting Minutes
Dec 11, 2012 9:30-10:30
In attendance: Rebecca Darnell, Chris Chase, Saba Rathinasabapathi, Jim Olmstead, Danielle Treadwell, Kevin Folta

The FAC meet for the last time this year. Jim Olmstead and Saba Rathinasabapathi will be rotating off the committee, and Eduardo Vallejo and Ken Cline will begin terms in January. We were joined by Kevin Folta, HS Interim Chair.

The committee reviewed activities regarding personnel changes in the HUB the past 2 weeks. Jo Ann Davis is now responsible for the Fifield and the McCarty Hubs. Bob Morris and Laurie Bell have been transferred to McCarty. An oversight committee composed of Chairs and one faculty member from each Department has been created to have input on HUB-related issues. The FAC will continue to work with the Dept Chair and HS faculty as needed to support communications among this group and contribute ideas and suggestions for improvements.

The FAC recalled their responsibilities during the previous HS Chair search and screen process including:
1. Supporting the committee by providing names of potential candidates
2. Assist with the schedule of events during interviews
3. Communicate the HS faculty’s recommendation(s)

In addition to maintaining these duties, the FAC will also assist in the editing and final revision of the department prospectus. This document will be used as a promotional tool to recruit candidates for the position.

The outcome of yesterday’s faculty meeting discussion regarding space was that requests for space should be made directly to the chair. The FAC discussed the need for a general template that could be used by faculty for that purpose.

The meeting adjourned at 10:30am.
Submitted by Danielle Treadwell