FAC Meeting Minutes
July 13 11:15-12:15

In attendance: Rebecca Darnell, Chris Chase, Saba Rathinasabapathi, Jim Olmstead and Danielle Treadwell

The FAC prepared for the HS Chair candidate interviews. Chris Chase offered to create a template in Excel that would be circulated to the faculty so they could indicate their availability for participation in the interviews. We worked with Virginia Mauldin (Assistant to Dr. Payne) and established the protocols for reimbursement for meals and other charges related to the interviews.

Itineraries were finalized and an assortment of details were ironed out so that the candidates would have smooth transitions from one activity to the next. Final drafts of itineraries for Dr. Sargent, Dr. Houtz and Dr. Tracy were sent to Virginia for final approval by the VP’s office.

The FAC had a short discussion of how to manage the process of discussing the candidates once the interviews were completed.

Meeting adjourned at 12:30.