

Minutes **TO POST**

DEANS COUNCIL

Wednesday, October 7, 2015 – 3:30 p.m.

President's Conference Room

PRESENT: John Wells (Chair), Jim Brown, Cathy Adkins, Rick Cary, Cathy Franklin-Griffin, Marie Nicholson, Scott Pearson, Jennifer Rhinehart, Phyllis Smith, Beth Vogler

1. Minutes of September 2, 2015; September 9, 2015; September 30, 2015 approved following motion by Rick Cary and second by Cathy Franklin-Griffin.
2. Hiring Process (*Handouts*) - Deana Holland
Deana distributed the following handouts in preparation of forming search committees for 2016-17 new hires. Discussed diversity in hiring and why it's important; selection of search committees - at least one person should be selected from outside discipline/division to give another perspective and observe dynamics of group with candidates. Deana will discuss with IT Department the possibility of candidates submitting applications electronically to HR who would then be able to send information out to search committees electronically.
 - Questions - legal and illegal questions for candidates
 - Interviewing
 - Pre-Interview Preparation
 - Review the Job Description
 - Make a List of Questions
 - Review Candidate's Credentials
 - Logistics
 - Interview
 - End of Hiring Process - ALL materials returned to HR
3. Diversity Form (Handout) - John Wells
 - Discussed/critiqued the *draft* MHU Diversity Hiring form to be used by Search Committees.
 - Dr. Wells to update using comments/suggestions.
 - Dr. Wells to send sample Offer of Employment to deans in the event a candidate contacts the dean with questions. HR sends this form to the top candidate following notification from Dr. Wells with the pertinent information in regard to the offer.
4. Classroom Disruption Policy (Handout)- Jennifer Rhinehart and Jim Brown
Distributed revised draft handout of Classroom Disruption Policy; Jennifer Rhinehart asked the deans to review and provide feedback to her or Jim. She noted that Virginia Tech had a good document/policy to look at for comparison. In light of a situation being dealt with this week with disruptive behavior in classroom, policy is needed with clear procedures.

Adjourned at 5:10 p.m.