

**BSLAS COORDINATING COMMITTEE****March 12, 2019****Meeting Notes**

Morrison Hall 318

1:00 p.m.

Attending

Randy Prus, Chair

Lei Qian

Charles Matthews

John Mischo

Tim Sneed

Carolyn Fridley, ex officio

Susan Hodson, ex officio

Not attending

Tristan Eggener

Maribeth Nottingham

1. Call to order. The meeting was called to order at 1:05 p.m. by Randy Prus.
  2. Approval of minutes. Lei Qian made the motion to approve the minutes from February 18, 2019, seconded by Tim Sneed. Vote: four (4) in favor, 1 abstention, none opposed. Motion carried.
  3. Rubric and Selection Committee packet (Coordinator's position).
    - Randy Prus forwarded the screening packet & rubric to the committee.
    - Charles Matthews asked if the position had been advertised. Randy Prus reported that the position has not been advertised. He has reviewed a copy of the announcement advertising the position (sent to him by Jennifer Moore - Human Resources) and Ms. Moore anticipates that the announcement will be cleared for posting.
    - It was suggested that the search may extend into the summer, and Charles Matthews suggested that the screening process proceed even if that happens.
    - Charles Matthews noted that the screening committee needs to sign two papers. To do so, a chair needs to be named, and he made a motion nominating Randy Prus to be chair of the screening committee. Tim Sneed seconded. Vote: five (5) in favor, none opposed. Motion carried.
    - Randy Prus asked if all screening committee members had watched the PowerPoint presentation by Mike Davis on the hiring-screening committee process (viewed at the November 9, 2018 meeting). All committee members answered in the affirmative.
    - Screening committee members (Tim Sneed, Charles Matthews, Lei Qian, John Mischo and Randy Prus) signed the requisite documents in the screening packet. Randy Prus said he would take the paperwork to Human Resources when the job is announced.
    - Randy Prus created a screening rubric which was reviewed by the committee, and recommended changes were discussed. Tim Sneed made a motion to approve the rubric as amended, seconded by John Mischo. Vote: four (4) in favor, none opposed. Motion carried.
  4. Coordinator's Report (Carolyn Fridley):
    - Working on Assessment Plan – no report at this time.
    - Maintaining shared advising drive
    - Meeting notes from October 12, 2018 and November 9, 2018 forwarded to Faculty Senate Archivist
  5. Adjourn. Tim Sneed motioned to adjourn, seconded by Lei Qian. Motion passed unanimously. Randy Prus notified the committee that he would e-mail a Doodle Poll requesting day and time preferences for an April meeting. Meeting adjourned at 1:55 p.m.
- Respectfully submitted by Carolyn Fridley