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Department of Occupational Therapy
Chair Search Committee Meeting
September 24, 2013, 5:00 pm
HPNP 4102

Committee members in attendance: Dr. J. Foss, Dr. C. Kreider, Dr. D. Martin, Dr. O. Shechtman, Dr. K. Vandenborne
Committee members absent: Dr. D. Janicke
Also in attendance: Ms. B. Dermott

1. The committee made final edits to the position description. It was agreed that Dr. Kreider will finalize the document and send to Dr. Vandenborne. **AP:** Brigit Dermott will follow up with Lorie Martin regarding requirements for posting the position.
2. The committee worked on the prospectus and it was agreed that Dr. Foss will send the document to the group for further edits. When the text is final, Dr. Foss will send to Brigit Dermott for layout.
3. The committee discussed tasks for the next meeting. It was agreed:
    a. Committee members will identify key people to send email regarding the opportunity
    b. Committee members will identify key OT programs to target
    c. Committee members will identify publications/sources to post position
    d. Other sources for potential candidates included: programs from recent conferences, NIH funding lists, K12 advisory boards, Reported (research by investigator credentials)
4. It was agreed that committee members will bring laptops or tablets to next meeting.
5. The search committee will next meet on Tuesday, October 1, at 5:00 pm in HPNP 4102.