Department of Occupational Therapy
Chair Search Committee Meeting
October 22, 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
Absent: Dr. D. Janicke,
Also in attendance: Ms. B. Dermott

1. The committee reviewed and approved the email template to use when reaching to prospective candidates.
2. AP: It was agreed that committee members will discuss outreach efforts at the next OT faculty meeting.
3. AP: It was agreed to create a spreadsheet to track prospective candidates and coordinate outreach efforts.
4. The search committee will next meet on Tuesday, November 5, at 5:00 pm in HPNP 4102.