I. Call to Order and Roll Call
Chair Dennis Elbert called to order the School of Law Search and Screening Committee meeting at 4:00 PM on Monday, March 21, 2011, at Conference Room 3001, School of Medicine and Health Sciences, University of North Dakota campus.

Mrs. Linda Hurst Torgerson conducted the roll call. The following committee members were present: Patti Alleva, Dennis Elbert, Josh Fershee, Kendra Fershee, Jim Grijalva, Margaret Jackson, Laureen Johnson, Mary Maring (video from Bismarck), Brad Myers, and Rhonda Schwartz.

Absent: Chris Ironroad, Nate Martindale, Jeanne McLean, and Grant Shaft.

Others Present: Linda Hurst Torgerson.

II. Review of Search Process and Timeline
This meeting was scheduled for the purpose of revisiting the timeline in the interest of the search process as requested by Provost LeBel. The first timeline discussed by the committee was the April 15th closing date for receipt of applications; there was consensus to keep the application closing date of April 15, 2011.

There was further discussion regarding the dates after April 15. Information with the names of the finalists for the University of Arkansas dean search was made available; the UND interim law school dean, Kathryn Rand, is a finalist in the Arkansas search and is scheduled for an on-campus visit April 25-26, 2011. Ms. Hurst Torgerson distributed a document that offered some suggestions to tightening the timelines; it was also suggested that the timeline could be streamlined by screening applications during the application period rather than waiting until the closing date.

Based on the discussion summarized above, the committee agreed to schedule another search committee meeting within the next one to two weeks that could include attendance by Peter Ruger. The purpose of the meeting would be to solicit Mr. Ruger’s guidance and insight for: the next steps and procedures of the process; streamlining the timeline; using the full committee or a subcommittee to screen applicants; assessment of applicants; screening tools and procedures for screening interviews; suggestions for the on-campus interview schedules; survey or evaluation tools and procedures; reference checking; and answers to other questions as discussion occurs.

III. Adjournment
The meeting adjourned at 5:05 PM.

Minutes Recorded by Linda Hurst Torgerson