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, April 4, 2011, in Conference Room 3001, School of Medicine and Health Sciences, University of North Dakota campus.

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

Absent: Jeanne McLean and Grant Shaft.

Others Present: Linda Hurst Torgerson and Peter Ruger.

II. Approval of Minutes
A motion was made by Ms. Fershee and seconded by Mr. Meyers to approve the minutes of the meeting of March 21, 2011. The minutes were approved as distributed.

III. Report
Mr. Peter Ruger reported that as of April 1, 2011, the Academic Search Website had six applications posted; he expects to see more applications by the closing date of April 15. He also reported on his efforts in seeking nominations. There was committee discussion as to how potential applicants might be encouraged to apply in the presence of an internal candidate.

IV. Next Steps and Procedures
There was discussion to consider how the current timetable might be condensed to complete the search by late April or early May. It was agreed that the committee would meet on April 18, 2011, to discuss applications and determine which applicants would be invited to participate in screening interviews. The screening interviews would start on Thursday morning, April 21, and continue to Monday afternoon, April 25, if necessary. The committee agreed that a sentence should be added to the short and long profile posted on the Website that screening interviews would start the week of April 18. Mr. Ruger will notify the applicants that have already applied that screening interviews would be scheduled as early as April 21.

Mr. Ruger suggested that the applicants not be screened by the committee or a subcommittee as applications are posted on the Website, but to reserve judgment of the applicants when the pool is complete. The committee members will be asked to read the applications posted to the Website prior to the meeting on Monday, April 18; committee members should come to the meeting prepared to discuss and categorize the applicants and make recommendations for screening interviews. Applicants selected by the committee will be notified immediately of the date and time for a screening interview. Applicants that are not selected will receive a letter from the chair of the committee.
There was discussion regarding the medium for conducting the screening interviews. It was determined that incompatible technology for video could be a problem, so the screening interviews will be audio.

Mr. Ruger distributed several documents: (1) an evaluation form for screening applicants; (2) guidelines and questions for interviews; (3) telephone reference interview guide and report; and (4) a general evaluation form.

Screening interviews will be completed no later than April 25, 2011, if at all possible. The committee will meet following the last screening interview to select candidates for on-campus visits. Candidates will be contacted and scheduled for a campus visit as early as the week of April 25, or the week of May 2. Mr. Ruger will notify each candidate that reference checking will commence, giving each candidate a 24-hour time period to notify his/her references that he/she may be contacted by a member of the search committee. Assignments for reference checking will be determined when it has been decided which candidates will be invited to campus. Committee members are encouraged to “Google” and check their own sources of information.

Chair Elbert, Patti Alleva, Josh Fershee, and Linda Hurst Torgerson will work on developing an itinerary for the on-campus visits.

V. The meeting adjourned at 5:30 PM.

Minutes recorded by Linda Hurst Torgerson.