Meeting Agenda  
CMU Presidential Search Committee  
February 10, 2021  
10:30 a.m. via Zoom

I. Call to Order

II. Approval of 2/4/21 meeting minutes (attached)

III. Applicant Tracking System training sessions (See Jill’s 2/4/21 message for details)
   - February 11th 4:00 – 5:00
   - February 12th 3:00 – 4:00
   - February 16th 8:00 – 9:00
   - February 18th 8:00 – 9:00 and 12:00 to 1:00
   - 1-on-1 training also available

IV. Sequence for Candidate Review and Application Close-out; draft letter acknowledging submission; draft letter if minimum qualifications not met (3 attachments);

V. Scheduling Meeting Dates in March and Beyond – some considerations:
   - Check-in meeting, if needed (late February – early March)
   - Date by when initial review of all applications will be completed – March 15th
   - Dates for discussions of candidates to determine those in the upper tier (how many?)
   - Date for decision on candidates to be interviewed via Zoom (how many?)
   - Dates for Zoom interviews
   - Date for discussion on Zoom candidates and decision on those to be interviewed on campus
   - Dates for on-campus interviews (Note: Spring break begins May 1; students do not return to campus for remainder of semester)
   - Search Committee finalizes work and Board of Trustees selection

VI. Weighting Worksheet Compilation v.3 (attached)

VI. Scoring/Ratings Definitions Worksheet (v. 2) and Scoring/Ratings Examples (attached; same documents were sent on 2/6/21)
   - Process for drafting definitions

VII. Upcoming meeting schedule:
   - Wednesday, February 17th, 10:30 – noon
   - Monday, February 22nd, 10 – 11:30

VIII. Adjournment