

**MU-ADVANCE Team Meeting**  
**Minutes**  
**4-15-08**

**Present:** Elaine Baker, Marcia Harrison, Judy Silver, Pat Logan, Denise Hogsett, Beverly Delidow, and Heidi Williams.

Announcements

- MU-ADVANCE has been chosen to lead a roundtable presentation at PI meeting.
- The new HR job opportunities site is now up and running. Thank you to HR for this improvement and for linking to MU – ADVANCE.
- Given the success of the Grant Chats, we will announce the next one to the entire faculty – to begin institutionalizing the MU-ADVANCE program. Therefore, we will need a MURC representative to attend to answer questions from people from disciplines outside the sciences.
- The CV workshop will be offered again over the summer for interested faculty.
- Marcia and Elaine participated in the diversity planning meeting in Flatwoods. A Diversity Conference will be held in September, given by WV-EPSCoR.

Recruitment

- Biology position posted – send HR number and HigherEdJobs.com to Judy.
- Math hired a dual-career couple: female and male hires.
- Alert Bob Sawrey about MU-ADVANCE Dual Career Services
- Denise Offered to help with voice classes/projection for both International new hires and new instructors. A communications seminar to help with English
- It was suggested that Jan's link be moved to HigherEdJobs.com.
- Once the career page is completed we should request that it be linked to the HR website?
- Michelle Douglas is getting data for current searches. In the future, she will have software to keep track of the searches.
- The ADVANCE Office is currently working on search reports that include applicant pool and HigherEdJobs.com information for colleges and departments who used them this year.
- No update on CITE dean.

Policies

- We need an update on Mid-term tenure and promotion review, exit survey, offer surveys and start-up issues.
- We also need a report from the Deans meeting where our policies and best practices were presented.

#### Faculty Development

- Fellowship applicants are in – the review committee will meet on Friday, April 18.
- It was suggested that we create an overview table for mini-grants to highlight the types of career development activities that we supported.
- We should also evaluate the products from the new faculty and pre-tenure faculty fellowships for our annual report.