Attendees: Jan Batt, Missy Bye, Renee Cheng, Marilyn DeLong, Stephanie Dilworth, Joe Favour, Julie Hillman, Holley Locher, Kate Maple, Martha McDonell, Trevor Miller, Amanda Smoot, Carrie Vigen, Becky Yust (Kristine Miller and Marc Swackhamer were on vacation)

Discussion at this meeting centered on the following questions to share what is done in the various units. From the discussion, best practices are being developed.

1. Proactively supporting faculty and staff through promotion at all levels
   a. How you discuss the possibilities for promotion with your faculty and staff?
   b. Describe your formal and/or informal mentoring system.
   c. What are issues you encounter in readying faculty/staff for promotion?
   d. What could you and the college do to improve the process?

2. Proactively identifying and supporting future faculty and staff leaders
   a. What type of coaching/training would be helpful for faculty and staff?
   b. Do you establish expectations for faculty and staff to participate in professional development opportunities at the U or with other organizations?
   c. How do you foster an environment for faculty and staff to grow and build experience within their current roles?

3. Recruiting, searching, and on- and off-boarding of faculty and staff
   a. What are your strategies for recruiting staff and faculty, particularly in order to promote diversity?
   b. What are the parameters you use in setting up search committees?