

**College of Journalism & Communications – Department of Public Relations
Minutes of the August 16, 2016 Meeting
4:45 to 5:05 p.m.
College Retreat**

Faculty members and guests present: Linda Hon, Kathleen Kelly, Mary Ann Ferguson, Rita Men, Ann Christiano, Deanna Pelfrey and Kay Tappan, John Wright

Agenda Item	Discussion and/or action taken	Follow-up
1. Search Committee for Chair Position	<p>The faculty met briefly following the Fall 2016 College Retreat to discuss composition of the search committee for the chair position. Members volunteered to serve. The ultimate results were that the committee would consist of the following: Linda Hon, Chair, Moon Lee, Ann Christiano, Mary Ann Ferguson, Deanna Pelfrey, Kathleen Kelly. The faculty also agreed to invite Rosanna Fisk to join the committee.</p> <p>Members agreed to meet soon to draft the job description.</p>	
12) Adjourn	Meeting adjourned.	

Respectfully submitted by John Wright on 08/16/2016