



MASSACHUSETTS DEPARTMENT OF EDUCATION | BOARD OF HIGHER EDUCATION
COMMISSIONER

Meeting of the Search Committee
Tuesday, December 16, 2014, 3:00 - 4:30pm
1 Ashburton Place, Room 1401, Boston, MA

1. **Introductions** (*10 minutes*)
2. **Review of Charge** (*5 minutes*)
3. **Preview of the Search Process** (*10 minutes*)
 - Overview of the search process
 - Roles and responsibilities of Isaacson, Miller
 - Roles and responsibilities of the Search Committee
 - Confidentiality
4. **Training on Open Meeting Laws** (*20 minutes*)
5. **Timeframe and Scheduling** (*10 minutes*)

Key dates for the Search Committee's involvement
Please note: Search committee members should bring their calendars with them.
6. **Preliminary Discussion about the Position** (*20 minutes*)

This portion of the meeting will help begin to identify and clarify the opportunities and challenges that the new Commissioner will face--as well as and the social, financial, and operational context in which they must operate. Among the questions we might want to consider:

 - What are the critical competencies and skills that will serve as success drivers for the next Commissioner?
 - What are the key challenges that the Commissioner will face?
 - What are the professional experiences that would best prepare the next incumbent for this position?
 - What are the desired outcomes--one year, three years, five years from now? What will be different about higher education in the Commonwealth of Massachusetts if the right Commissioner is hired?
7. **Potential Candidates and Sources** (*10 minutes*)

We will ask committee members to scan their rolodexes to think of individuals who might make sense as either potential candidates or good sources of information.
8. **Final thoughts and next steps** (*5 minutes*)