

To: Professional Standards Committee

From: Denise Despres

Concerning: Minutes of PSC Meeting, September 12 2016, Wyatt 226

Date: September 15, 2016

Present: Kristine Bartanen, Garrett Milam, Jennifer Neighbors, Denise Despres, Fred Hamel, Suzanne Holland, Amanda Mifflin, Matt Warning, and Nancy Bristow.

The first PSC meeting of the term convened at 2:10. Kristine Bartanen passed out copies of the Faculty Evaluation Procedures and Criteria (2016-17), Faculty Code (2016) and a draft of the Chairs and Admin Assistants memo (containing policy and procedures for the administration of student evaluations) for consideration and approval.

Nancy Bristow, Faculty Senate Liaison, handed out Alice Sturgis, "Minutes," on behalf of Faculty Senate Chairperson Alisa Kessel.

Faculty Senate Charges will be available for the PSC Meeting of September 26. In the meantime, the PSC continues to observe its standing charges in the University of Puget Sound Bylaws (specifically, the oversight of Faculty Performance and Evaluation).

Outstanding issues are 1) the implementation of a rotating process for the review of departmental evaluation standards; 2) the discussion and implementation of changes in the student evaluation of faculty to counter gender/identity bias; 3) the creation and implementation of policy guidelines for the review of team-taught courses.

Professor Bristow served as head officer of the election of the 2016-17 Chairperson of the PSC: Jennifer Neighbors accepted the nomination and was elected unanimously.

Committee members agreed upon a meeting schedule for fall semester and a rotation of the position of secretary. Meetings will take place on the following dates at 2:00 in Wyatt 226:

September 12, 26; October 10, 24; November 7, 21; December 5. Suzanne Holland will take minutes on September 26 and Fred Hamel on October 10.

The PSC will meet on a weekly basis when necessary to complete its work.

Kris Bartanen asked for approval of the Chairs/Admin of Student Evaluations memo. Committee members discussed the possibility of computerizing student evaluations, the ability of absent students to have the opportunity to evaluate faculty, and the current request that "faculty members should normally avoid scheduling required evaluations on the last day of class." The rationale for this request has been postponed faculty reviews due to missing

evaluations. The committee provided language that would clarify the rationale for the request and so encourage its observance rather than prohibit the use of the last day of class for evaluations.

A committee member raised several issues relevant to the consideration of electronic student evaluations, including the possibility of absent students providing faculty evaluations, a greater sense of candor in online anonymity, the overburdening of administrative assistants with handwritten evaluations during the last part of term, and the inability of faculty to administer evaluations to students of colleagues, even when necessary. Brief discussion followed; these issues will be revisited as part of the PSC ongoing business this fall.

PSC Committee members discussed the need to construct a rotation to review departmental evaluation criteria and, further, make sure they correspond to the faculty code; members tentatively agreed on a 5-7 year rotation and will revisit this issue.

Kris Bartanen will contact PSC members for commentary on revised language to the Chair/Admin memo, # 4.

Respectfully Submitted,

Denise Despres