

## Professional Standards Committee Minutes 9/26/16

Present: Jennifer Neighbors, Chairperson; Suzanne Holland, Amanda Mifflin, Kris Bartanen, Garrett Milam, Denise DesPres, Fred Hamel, and Matt Warning via phone.

1. Creation of a Schedule for Review of Departmental Standards for Review & Promotion
  - a. Decisions:
    - i. M/S/P: To institute an 8-year revolving cycle for reviewing departmental standards so that the committee will have two per semester to review, due to PSC by Midterm each semester. We will communicate to the Senate the completion of this charge and let the Senate decide how to communicate this to departments.
    - ii. Chair Neighbors will obtain the current 7-year cycle for departmental curriculum review from the Curriculum Committee. She will also send a memo to the Year 1 departments to ask whether or not they will be able to review their guidelines as soon as this spring 2017, and she will work up a rationale.
    - iii. Proposed Cycle:
      - Year 1: EPDM, Hispanic Studies, German Studies, Economics
      - Year 2: Classics, History, Geology, Religious Studies
      - Year 3: Chemistry, Exercise Science, Psychology, SOAN
      - Year 4: IPE, AFAM, Theatre, Communication Studies
      - Year 5: Education, STS, Music, ALC
      - Year 6: Physics, P&G, English, Math/CSI
      - Year 7: OT, PT, BLP, Art/Art History
      - Year 8: Biology, French Studies, Philosophy
2. Consideration of OT request to use electronic evaluations per PT's trial in spring 2016.

### Issues Discussed:

- Why do these evaluations, if done via computer, need to happen all at once in one room, instead of on a student's own time?
  - Suggestion that we ask PT for their report from last spring on this trial. We want to know, for example, were comments from students substantive, or truncated due to the computer format? Were there any difficulties? What kinds of devices were used? Was the Puget Sound standard evaluation form actually imported into Survey Monkey, or was it altered?
  - Suggestion that we get Institutional Research involved in a design using Qualtrix, rather than continuing to use Survey Monkey.
3. At next meeting of PSC: Team-taught evaluations will be on the agenda.