

## Professional Standards Committee Minutes 10/10/16, 2-2:50 PM

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

1. Approval of revised minutes from the September 26 meeting.

M/S/P

2. Identification of a committee member to serve as PSC representative to new ad hoc committee that will create procedures to be used in the event of a sexual misconduct complaint against a faculty member.

Amanda Mifflin volunteered for this task.

3. Review of charges from the Faculty Senate for the 2016-2017 academic year.

The charges are:

- i. Recommend to the Senate specific, concrete changes to the evaluation process to mitigate well-documented bias in student evaluations during the evaluation process.
- ii. Develop a policy or set of guidelines for course/faculty evaluation of team-taught courses.

Charge i is likely to be the major work of the PSC for this semester and perhaps the academic year. Therefore, we decided to first complete charge ii and then begin work on charge i.

4. Review of draft memo to the Faculty Senate about our proposed review cycle for department/program evaluation criteria, and clarification of PSC guidelines for the process.

We revised the text of the memo with attention to clarity and completeness, and revised the schedule to avoid departments having to undertake both a curriculum review and an evaluation criteria review in the same year.

Issues discussed:

- We agreed to accommodate departments that wish to move their evaluation criteria review ahead of where they appear in the schedule.
- We agreed that, while there would be no limit on the length of evaluation criteria documents, brevity will be welcomed.

M/S/P on accepting these revisions and sending the revised memo to the Faculty Senate.

V. Review of reports from School of Physical Therapy on their spring 2016 trial run with electronic evaluations, and consideration of a request from the School of Physical Therapy to make the use of electronic evaluations permanent.

Issue discussed:

- We noted that the PT experiment seemed to be successful, with only one student being unable to complete an evaluation because s/he didn't have a suitable electronic device.
- We decided that acceptable devices for completing evaluations will be those with physical keyboards. The rationale is to encourage students to write more complete answers to the evaluation questions.
- We discussed whether students should be allowed to complete evaluations outside of class time but decided to explore this at some later date.

M/S/P to approve Physical Therapy's request to make electronic evaluations permanent.

M/S/P to allow Occupational Therapy to do the same.

Minutes submitted by Matt Warning