

Professional Standards Committee Minutes – JANUARY 23, 2017

Present: Jennifer Neighbors (chair), Garrett Milam, Amanda Mifflin, Suzanne Holland, Matt Warning, Kris Bartanen, Fred Hamel. Absent: Denise Depres.

1. Minutes from the Dec. 5, 2016 PSC meeting were approved.
2. The committee reviewed the revised departmental evaluation standards submitted by the Environmental Policy and Decision-Making program. The revisions were created in response to PSC feedback given at its Oct. 24 and Nov. 7 meetings. The committee discussed the revised sections of the document and approved the evaluation standards unanimously. A clean copy of the EPDM evaluation standards, with date of approval, will be sent to Chris Vernon in the Academic Vice President's Office.
3. Jennifer Neighbors announced that she and Amanda Mifflin will be attending a meeting of the ad hoc committee on harassment and sexual misconduct to discuss faculty code interpretations, and policies with regard to faculty, in the new Campus Policy Prohibiting Sexual Misconduct.
4. Jennifer Neighbors reported on her meeting with the Faculty Senate on December 5th, 2016 to discuss the PSC's proposed Review Cycle for Departmental Evaluation Standards. Senators forwarded a concern with the language of the document on p.3, #2 under the title: "Evaluation standards should also indicate the following." The current language is: "Departments may propose a rolling implementation schedule for new evaluation standards, but that schedule must be detailed in the evaluation standards document." Senators were concerned that this language may disadvantage an evaluatee in some cases, by placing the decision of which evaluation standards are used into the hands of individuals other than the evaluatee. PSC members agreed with the concern and proposed new language for this section of the document. Specifically, the PSC language will note that, if departmental evaluation standards have changed during an evaluatee's review cycle, a faculty member can either use their department's newly-approved criteria or the immediately prior version of those guidelines at any given review. Necessary changes will be made to the Faculty Evaluation Procedures and Criteria document to ensure that faculty include a copy of the relevant departmental evaluation standards with their file, and that head officers, in their summary letters, clarify which guidelines were used by the department.

PSC members decided to adjust the Review Cycle for Departmental Evaluation Standards so that the History department would come up for review this spring (2017), and that Hispanic Studies will go up for review next spring (2018) – given that the History department is willing and ready to revise their standards this spring.

5. The committee continued discussion of a policy or guidelines for course/faculty evaluation of team-teaching courses. Brad Tomhave is currently in the process of identifying faculty who have team-taught on campus in the past 5 years. This will assist the PSC in gathering information

from faculty about their experiences or desires with respect to being evaluated in team teaching courses.

6. Fred Hamel and Suzanne Holland shared early drafts of possible team-teaching evaluation forms. Three approaches or models were offered, each building from the current Puget Sound instructor evaluation form. The first focuses on evaluation of a team taught course as a whole rather than on an individual instructor; the second focuses on the individual instructor and inserts a few items on team teaching; the third provides sections that focus, respectively, on team teaching and individual instruction. For our next meeting, members will consider these models and bring comments, suggestions, and alternatives.
7. Next meeting is Feb 6 from 3-4pm.

Minutes by Fred Hamel