

Minutes of the Professional Standards Committee  
November 11, 2011

**Present:** Kris Bartanen, Alva Butcher (Chair), Jennifer Hastings, Andrew Rex, Doug Sackman, and Seth Weinberger.

The meeting was called to order at 2:03 pm by Chair Butcher. The minutes of the previous meeting (November 4, 2011) had already been approved by electronic communication.

Chair Butcher informed the Committee that she had received a response from Keith Ward, Director of the School of Music. They accept the recommendations of the PSC and will incorporate the revisions and use the Music Ensemble and Applied Lessons evaluation forms as approved.

Kris Bartanen presented two possible issues for PSC to address for potential suggestion to the Faculty Senate as charges. The Committee agreed that the topic of use of Course Assistants, as outlined in a 1986 Faculty Code interpretation, may be worthy of review. At this time PSC will collect information on the use of Course Assistants from department chairs and review the current departmental statements to determine whether revision of guidelines is needed.

Other charges will be forthcoming from the Faculty Senate.

The Committee then returned to discussion of the subcommittee's (Block, Sackman and Weinberger) report on the English Department's revised evaluation standards and procedures document. A lively discussion ensued concerning specific language in the Faculty Code regarding evaluation and faculty responsibilities.

The subcommittee was tasked to draft line item revisions to resolve inconsistency.

The meeting was adjourned at 3:00 pm.

Respectfully submitted,

Jennifer Hastings