

Minutes of the Professional Standards Committee

September 7, 2007

PRESENT: Kris Bartanen, Sigrun Bodine, Julie Nelson Christoph, Julian Edgoose, Karl Fields, Barry Goldstein, Don Share, George Tomlin

Senator Robin Foster convened the meeting at 11:02 a.m.

1. Election of the Chair

- Senator Foster welcomed the members of the PSC and explained her role as liaison between the PSC and the Faculty Senate and her charge to convene the first meeting and preside over the election of a committee chair
- Members of the committee nominated and seconded the nomination of George Tomlin as PSC chair and he was elected by acclamation
- Senator Foster wished the committee well, discussed briefly the PSC's charge, and dismissed herself

2. Minutes from May 7th Meeting.

These were approved without amendment.

3. PSC responsibilities.

The chair offered a brief overview of the responsibilities of the PSC and a document prepared last year outlining the responsibilities of the PSC as outlined in the *Faculty Code* was distributed to incoming members of the committee.

4. Letter to faculty concerning guidelines for administration of student evaluations.

The committee reviewed last year's version of this annual mailing to faculty and made minor revisions. The committee approved merging the second sentence of item #5 regarding the responsibility of instructors to allocate 20 minutes for the completion of the evaluation with item #3 on the same topic. The committee also amended the final sentence of the letter, clarifying that exceptions to student evaluation procedures may only be made with PSC approval.

5. Communication Studies.

The committee discussed revisions of the departmental guidelines submitted by the department on August 30th. After some discussion of the PSC's original recommendations and the department's revisions and responses, the committee approved the document as submitted (with one minor typographical correction). The chair will instruct the department to send a dated copy of the approved guidelines to the office of the Academic Vice President.

6. Frequency of Meetings and Pending and Possible Tasks

A proposal to consider biweekly meetings prompted a consideration of pending and possible tasks for the 2007-08 committee. Topics identified included the status of emeriti/ae letters of evaluation, residual *Code* "housekeeping" matters, the possible role of the associate dean in the streamlined evaluation process, the acquiring, storing, and indexing of digital copies of departmental guideline statements, considering the job description of interdisciplinary hires in both the evaluation and hiring process, and the status of the 2006-07 PSC's interpretation regarding early tenure. Facing this daunting list, the earlier proposal for biweekly meetings was tabled.

The meeting was adjourned at 12:05pm.

Submitted Respectfully,

Karl Fields