

# Minutes of the Professional Standards Committee

October 26, 2007

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

Tomlin convened the meeting at 11:02 a.m.

## 1. Announcements

- Tomlin noted and read an e-mail commendation from a university colleague to the PSC for its recent good efforts
- A member of the committee noted receiving an invitation from the Faculty Senate to appear before the Senate to discuss the member's suggestions made some time ago to consider revising the composition of the PSC and the status of the Dean on that committee. The member will appear as a member of the faculty, not as a representative of the PSC.
- It was noted that the faculty meeting on October 30<sup>th</sup> will include a first reading of the proposed *Faculty Code* amendment dealing with streamlined reviews.

## 2. Minutes from October 19<sup>th</sup> Meeting

These were approved with one minor amendment.

## 3. Housekeeping Amendment to the *Code*

The *ad hoc* subcommittee charged with considering minor revisions to the *Code* (most of which involve standardizing and formalizing revisions already initiated by previous revisions) reported its efforts to date, recommending minor revisions in the following areas:

1. replacing "spouse" with "partner" throughout the *Code* (10 instances)
2. replacing "days" with "working days" (6 instances) to bring the *Code* into compliance with the 31 January 31 2005 *Code* Interpretation
3. correcting housekeeping errors, e.g. typographical errors, incorrect internal citations, etc. (15 instances)
4. style changes
5. authorizing the PSC to bring the *Code* into conformity with adopted amendments

Recommendations in the first two areas ("spouse" and "working days") were approved with little or no discussion.

Regarding housekeeping errors, the PSC made the following determinations:

- p. 14, line 33: "the claim" was deemed a vestigial or mistaken reference and should be deleted
- pp. 14-15: concerns with incorrect indenting were discovered and corrected
- p. 14, line 2: mistaken reference; change "7" to "8"
- p. 31, line 43: the reference should be broadened to include Section III.6 and III.7

Regarding style changes, the Committee discussed several possible options for numbering PSC Interpretations of the Faculty Code, including ordering them by section or by date or embedding them as footnotes. It was determined that the most logical presentation would be to embed them as footnotes on those pages of the Code itself to which the interpretations apply. Additionally, it was determined that two indexes should be created: one numbering the Interpretations chronologically by adoption, and a second listing them by chapter in the order they appear as footnotes. It was also suggested and agreed upon that all specific Code references be hyperlinked within the PDF file, further improving the ease of navigation within the electronic version of the Code.

Finally, the Committee discussed and concluded that it ought to pursue an amendment authorizing the PSC to modify the *Code* each time an amendment is adopted to bring the *Code* into conformity with the adopted amendment. It was noted this could be done either as part of the above package or as a separate amendment of Chapter I, Part G. The proposed text would be:

*When a future amendment is adopted, the PSC shall be authorized to modify the Faculty Code and previous PSC interpretation to bring all Code citations and terms into conformity with that amendment.*

The meeting was adjourned at 11:59am.

Submitted Respectfully,

Karl Fields