

Minutes of the Professional Standards Committee  
September 7, 2005

**PRESENT:** Kris Bartanen, Bill Breitenbach, Karl Fields, Grace Kirchner, Sarah Moore, John Riegsecker, Don Share, Carolyn Weisz

**ORGANIZATION.** Dean Bartanen convened the meeting at 3:05 p.m. Weisz was elected chair by acclamation. Bartanen announced that Nancy Bristow will serve as the Faculty Senate's liaison to the PSC.

**MINUTES.** Secretarial duties will rotate in alphabetical order among the members of the committee, excluding the chair and the dean. Accordingly, Breitenbach was appointed secretary for the day. The committee briefly discussed expectations for minutes, noting the desirability of providing minutes that are sufficiently detailed (except in confidential matters) to permit faculty colleagues to understand the issues under discussion and to be made aware of any non-formal Code interpretations issued by the committee. New members were urged to read the minutes of last year's committee.

**ANNUAL MESSAGE ON ADMINISTRATION OF STUDENT EVALUATIONS.** Bartanen distributed a draft of the message that is sent annually to faculty about guidelines for administering student evaluations. The committee made several revisions to the draft, highlighting the instructor's obligation to leave the room, to allow a full twenty minutes for completing the forms, and to treat class periods preceding the evaluation in the same way as other class periods. The committee also added a reminder that students who miss class on the day of an evaluation are not permitted to complete the form at another time. Some members of the committee urged a shift to online evaluations, and the committee agreed to discuss that proposal at a future date.

**DEPARTMENTAL STATEMENTS OF EVALUATION STANDARDS.** Breitenbach reported that the Art Department's revised evaluation statement was approved at the end of last year and is now on file in the Dean's office. Riegsecker reported that the Environmental Studies Program's statement was sent back to the Program with suggestions and questions; his subcommittee awaits resubmission by Environmental Studies. Weisz appointed Fields and Moore to a subcommittee to examine the newly revised statement submitted by the School of Business and Leadership.

**INQUIRY ABOUT ALUMNI LETTERS FOR EVALUATION FILES.** Bartanen notified the committee of an inquiry from an alumnus about submitting a letter for an evaluation file. Her reply had been that outside letters were to be sent to head officers, who could include them in evaluation files if they deemed the letters "relevant" (Faculty Code, Chap. III, Sect. 4.a.1). The committee professed itself satisfied with Bartanen's reply.

**FUTURE AGENDA ITEMS.** The committee spent the remainder of the meeting going over the "Remaining Business" and "Charges" that appeared at the end of the

committee's final report for 2004-2005. Weisz announced that a portion of the next meeting would be devoted to prioritizing the agenda items for 2005-2006.

The meeting was adjourned at 3:56 p.m.

Respectfully submitted,  
William Breitenbach