

## Professional Standards Committee Minutes

November 11, 2004

**Members present:** Bill Breitenbach, Kris Bartanen, Sue Hannaford, Grace Kirchner, Sarah Moore, John Riegsecker, Keith Ward, Carolyn Weisz

The meeting was called to order at 8:00 AM.

Minutes for the November 4 meeting were approved with revisions.

Breitenbach noted that the memo we sent to the Faculty Senate about informal *Code* interpretations is on the Senate's agenda for next Monday. We will probably need to revisit this topic at some point.

We agreed to meet at 11am on Fridays next semester.

Breitenbach returned the PSC to the discussion of the definition of "working days" as the term is used in the *Faculty Code*. The Committee concluded that "working days" are days when classes are in session during the regular academic year, including reading period and exam week. We also concluded that 1. Business can be conducted on non-working days if all of the parties agree. 2. There are a few instances in which the term "days" as opposed to "working days" is used in the *Code*. We believe that in each case the intent was to refer to "working days." 3. This definition of "working days" is meant to apply only to the concept as it is used in the *Faculty Code*. It is not meant to apply to any other university policies in which the concept or term is used.

Having reached consensus, the committee agreed that Breitenbach should craft a *Code* interpretation that includes these elements for consideration at our next meeting. He will also add the problem of inconsistent terminology identified in point #2 to his list of housekeeping amendments. (Bartanen pointed out that the timeline requirement for amendments is lengthy. Action must be initiated early next semester if we want to have an amendment approved by the end of the school year.)

The Committee approved the draft dated November 4 entitled *Interpretation of Chapter III, Section 2 Delaying a Scheduled Evaluation* with minor revisions. It will be forwarded to the Faculty Senate.

The meeting adjourned at 8:55 AM.

Respectfully submitted,

Grace Kirchner