

Minutes of the Professional Standards Committee
Misner Room
April 15, 2004

Present: Breitenbach, Cooney, Hands, Owen, Riegsecker, Rowland, Stirling (chair), Weisz

Stirling called the meeting to order at 2:05 p.m. The minutes for the meeting of April 8, 2004, were approved as circulated.

The committee discussed the History Department Evaluation Criteria and Procedures document.

As a result of ongoing discussion of departmental evaluation guidelines in relation to the new Code, the Committee decided to put on its agenda the possibility of issuing an interpretation of the Code affirming 1) that individual departmental letters, except those submitted directly to the Dean, must be submitted to the Head Officer prior to the deliberative process, and 2) that the Code does not prohibit individuals from submitting addenda after the deliberative meeting but before the file is due to the Dean.

The agenda for the next meeting will be to discuss evaluation guidelines for the Music, English, and Psychology Departments and other issues if time permits. The meeting was adjourned at 3:06 p.m.

Respectfully submitted,
Carolyn Weisz