

Minutes of the Professional Standards Committee
May 7, 2004

Present: W. Breitenbach, T. Cooney, W. Hands, S. Owen (secretary), J. Riegsecker, T. Rowland, K. Stirling (chair), C. Weisz

Meeting called to order at 10:01.

Minutes of April 29, 2004 meeting approved.

The chair expressed her appreciation for the diligence, thoughtfulness, and extraordinary good work of the committee throughout the year.

Exercise Science departmental evaluation standards document approved.

History departmental evaluation standards document approved.

Music departmental evaluation standards document approved, subject to review of final draft by PSC subcommittee.

The departmental evaluation standards documents of OT/PT and Art currently are in the review process. The review process of those documents will be continued Fall 2004.

Derek Buescher (Communication Studies) requested that the committee approve a teaching evaluation document for the Forensics program. The committee asked Prof. Buescher to submit the document to the Communication Studies faculty for discussion before sending it to the PSC. The department should then submit the form for PSC review Fall 2004.

Committee members discussed potential scheduling challenges in the event an appeal is filed during or after the end of the Spring term. The chair of PSC and the chair of Faculty Senate will convene a Hearing Board for appeals filed by the dates grades are due. After that date, the time limits for filing an appeal (Chapter III, Section 5a(1)) and any response from the appropriate parties (Section 5a(3)) apply, then all materials will be sealed and stored until the new PSC chair is elected in the fall. Alternative arrangements could be possible by mutual agreement of the parties.

The PSC was unable to complete work on two important issues. Those issues will carry over to AY 2004-05. First, committee members recommend that the possible definitions of "working days" be brought before the full faculty for discussion. Second, committee members began, but did not complete, a discussion of revisions to the Faculty Code Appendix submitted by Terry Cooney. That review should be completed Fall 2004 and forwarded to the Faculty Senate for review.

Members of the committee unanimously and enthusiastically thanked Prof. Kate Stirling for her leadership and hard work as Chair of the 2003-04 Committee.