

**Professional Standards Committee Minutes
October 16, 2003**

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

Meeting called to order at 9:37. The minutes of October 9, 2003 were approved.

The committee discussed the prioritization of a list of agenda items distributed by Stirling.

In response to a faculty inquiry, the committee affirmed that:

- a) a deadline for submission of written material means that hard copy must be submitted by the close of the working day (5 pm).
- b) for counting days to a deadline, Fall Break Day, Spring Break, and holidays (closure of the University) are considered non-working days. Reading Period and Final Exam days are working days.
- c) The clear intent of the "or" (Faculty Code, Chpt. III section 4b, last paragraph) referring to "the right to pursue those concerns (1) informally or (2) formally" is inclusive. Both the informal and formal routes are available.

Issues b) and c) will be the subjects of further discussion and clarification in the future.

The meeting adjourned at 10:32.

Respectfully submitted,

Thomas V. Rowland