

**Minutes of the Professional Standards Committee  
Misner Room  
October 30, 2003**

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

Stirling called the meeting to order at 9:30 a.m. The minutes for the meeting of October 23, 2003, were approved as circulated.

Stirling announced that the chair of the Philosophy Department had asked whether evaluation files forwarded from a department to the Faculty Advancement Committee must contain the copies of the Instructor Evaluation Forms that were used by the department in its evaluation process. After a brief discussion, the PSC answered the question in the affirmative and instructed Stirling to communicate that answer to the chair of the Philosophy Department.

Stirling informed the PSC of the status of the grievance and hearing board processes that are now in progress.

The remainder of the meeting was spent hearing the report of the subcommittee charged with examining the "Theatre Arts Statement of Departmental Standards and Processes for Evaluation."

The meeting was adjourned at 10:30 a.m.

Respectfully submitted,  
William Breitenbach