

**Professional Standards Committee Minutes
23 September 2002**

Present: T. Cooney, G. Elliott (Assistant Secretary), W. Hands (Chairperson), T. Mace, S. Owen, T. Rowland, D. Share, and K. Stirling (Secretary).

Hands called the meeting to order at 12:04 PM.

The minutes of the September 9 meeting were approved.

Old Business:

The committee discussed the progress of the C&TA evaluation document.

The Exercise Science evaluation document was distributed and discussed.

New Business:

A request from Biology regarding the scheduling of evaluations in relation to the provisions of the medical leave policy was discussed. The committee will review a draft response.

A memo to faculty regarding the administration of course evaluations was discussed. A memo to faculty on this subject will be drafted.

Next meeting will be held at noon on October 7th.

The meeting was adjourned at 12:54.