

**Professional Standards Committee Minutes
31 January 2002**

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

Share called the meeting to order at 8:05. The minutes for the meeting on 6 December 2001 were approved. Share outlined the remaining work to be done on departmental faculty evaluation statements. The committee discussed procedures for reviewing departmental statements concerning teaching assistants, considered a guideline checklist, and formed working groups to review submitted TA statements. The meeting was adjourned at 8:50.

Greg Elliott