

Minutes of the Professional Standards Committee

September 2, 2010

Present: Kris Bartanen, Bill Beardsley, Geoffrey Block, Alva Butcher, Julie Christoph, William Haltom (chair), Andy Rex, Michael Spivey, and Lisa Wood

The meeting convened at 3:05 p.m. in Wyatt 226

Minutes:

On behalf of the Faculty Senate, Dean Kris Bartanen opened the meeting and called for the election of the chair. The vote for Bill Haltom as chair was unanimous.

Kris Bartanen presented three items of business to the committee:

1. Review the letter sent to department chairs that outlines procedures for administering university Instructor Evaluation forms
2. Review changes to the Faculty Recruitment Guidelines due to the online Employment Applicant Tracking System
3. Review an inquiry from a faculty member regarding participation from afar in departmental deliberations for faculty evaluations.

The committee then discussed procedural issues about ways in which committee actions could be performed most expeditiously. It was decided that the PSC would be divided into two subcommittees. Once a subcommittee has completed its review of an issue, it will present its results to the PSC. Bill was asked to establish two subcommittees of four members. The committee also discussed ways in which it could prioritize tasks. It was requested that the PSC set aside at least two meetings at the end of the year to ensure that it has completed its responsibilities as specified in the Faculty Code.

The agenda for the meeting on September 9, 2010 is as follows:

1. Review the letter sent to department chairs that outlines procedures for administering university Instructor Evaluation forms
2. Review an inquiry from a faculty member regarding participation from afar in departmental deliberations for faculty evaluations.
3. Review the End-of-Academic-Year Report submitted to the Senate on May 5, 2010
4. Review changes to the Faculty Recruitment Guidelines due to the online Employment Applicant Tracking System

The meeting adjourned at 3:55 p.m.

Respectfully submitted,

Alva Wright Butcher