

**PROFESSIONAL STANDARD COMMITTEE**  
**September 18, 2014**

Present: Geoffrey Block, Tiffany MacBain, Andreas Madlung, Mark Reinitz, Derek Buescher (Senate Liaison), Kris Bartanen, Betsy Kirkpatrick, Amy Spivey, Doug Cannon

The meeting convened at 8:30am.

Tiffany MacBain volunteered to be chair. It was moved and seconded to elect her by acclamation. Tiffany was elected and accepted the election.

Derek Buescher presented a list of items that were taken from the PSC year-end report 2013/2014 to the Faculty Senate. These are items that likely will become senate charges to the committee this year. This list was supplied by Derek is reprinted here with small edits:

1. **Charge:** Return to the issue of electronically administered instructor and course evaluations with the charge to the PSC to develop a faculty survey to assess the potential benefits and concerns of Puget Sound faculty regarding this possibility. After gathering data, provide the Senate with a summary of the problems to solve prior to implementation of any electronic option.
  - a. **Rationale:** This was a charge suggested in the PSC year-end report. However, the Senate acknowledges it may be too early to conduct a survey of the faculty on this issue for two primary reasons: 1) AY 2014 is the first year of systematic use of Moodle for faculty evaluation files which may cause survey confusion and 2) Technology Services needs more time still, given the continued updating of Peoplesoft, before determining a means of secure course evaluations in electronic form. The PSC may wish to table this until AY 2015.
2. **Charge:** Review all of the PSC interpretations of the Faculty Code to see if any have become obsolete by more recent interpretations and to ensure consistency of all interpretations with the current practice and policies on campus.
  - a. **Rationale:** This was a self-charge from the 2013-14 year-end report. As a result of changing language regarding domestic partner participation in faculty evaluations the PSC discovered dated language that required updating. There are likely additional areas where language needs to be made consistent.
3. **Charge:** Continue conversation about evaluation schedule recommendations and the possibility of an ad hoc committee of former PSC/FAC members.
  - a. **Rationale:** This was a recommendation of the AY 2013 PSC year-end report.
4. **Charge:** Create a cycle of review for department and program faculty evaluation standards and criteria.
  - a. **Rationale:** There exists no standing process by which departments and programs regularly review their standards of evaluation.

5. **Charge:** Review policy for implementation of education verification and seven-year criminal background checks for new faculty hires.
  - a. **Rationale:** PSC, in December 2013, endorsed moving ahead with these background checks. This charge follows-up on that endorsement.
6. **Charge:** Communicate with departments who use Course Assistants regarding the new interpretation to Faculty Code, Chapter 1, Part C, Section 2.a. Guidelines for Course Assistants, and review revised guidelines as needed.
  - a. **Rationale:** The interpretation was affirmed by the Academic and Student Affairs Committee of the Board in February 2014. This charge follows up on that work in order to bring departmental CA guidelines into alignment with the interpretation.
7. **Charge:** Communicate with departments regarding the new interpretation to the Faculty Code on Visiting lines and their participation in faculty evaluations.
  - a. **Rationale:** The interpretation was affirmed by the Academic and Student Affairs Committee of the Board. This charge follows up on work in order to bring departmental procedures into compliance with the code.
8. **Charge:** Review and consider endorsement of evaluation guidelines for faculty digital scholarship.
  - a. **Rationale:** As digital scholarship becomes a more common component of faculty professional growth, it is desirable for Puget Sound to implement guidelines for evaluation of such work.
9. **Charge:** Clarify questions that have arisen about the faculty evaluation process as a result of the initial implementation of Moodle evaluation sites.
  - a. **Rationale:** The implementation of Moodle evaluation sites has raised questions that are as much about the overall process as they are about e-files, which offers opportunity to clarify process questions for evaluatees, head officers, and evaluators, including:
    - (a) Should all administrative assistants be asked to scan Instructor and Course Evaluation Forms, rather than making photocopies? Should there be any revision to PSC-approved protocol for administration of and management of forms?
    - (b) How are outside letters to be handled? Does the head officer, evaluatee, or administrative assistant add them to the e-file?
    - (c) Should evaluatees upload Instructor and Course Evaluation Forms?
    - (d) What still needs to be provided in hard copy?
    - (e) Do departments whose timelines differ from the norm (e.g., Psychology requires their files to be submitted to the department six weeks ahead of due date; Religion guidelines allow the evaluatee access to the file after it is submitted) need to come into alignment? Where is it written that files are due to the department four weeks (20 working days) prior to being due to the FAC?
    - (f) Additional questions contained in the FAQ prepared by Lauren

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End of list of possible charges as presented by Derek Buescher.

The subsequent discussion of the PSC centered on requesting clarifications about some of these potential charges. Derek also emphasized that that these were not yet the finalized charges.

Kris Bartanen raised another question that the PSC will likely have to tackle soon. Given that faculty evaluation packages can now be submitted and viewed online it makes sense that the student course evaluation forms also be made available online (via Moodle). New guidelines on how to facilitate this will have to be written.

The rotating PSC secretaries writing minutes were reminded that a copy of the final version of the minutes should go to Derek Buescher, Jimmy McMichal, and Tiffany MacBain.

The meeting adjourned at 9:20.

Respectfully submitted,  
Andreas Madlung