

Minutes of the Professional Standards Committee
September 10, 2015

Present: Mark Reinitz (Chair), Jennifer Neighbors, Matt Warning, Amy Odegard, Kurt Walls, Tiffany MacBain, Kris Bartanen, Garrett Milam, Bill Haltom (Senate Liaison)

Bill Haltom called the meeting to order at 4:02 p.m.

Senate Liaison Haltom convened the committee and oversaw the committee's nomination and election of Mark Reinitz as Chair. Haltom read the section of the By-Laws concerning the work of the PSC and distributed the anticipated Senate charges to the committee (see attached). He also reminded committee members that we are free to generate our own charges. Following a brief discussion, Haltom excused himself from the meeting.

Committee members agreed upon a protocol for taking minutes. Typically, minute-takers will be determined alphabetically, according to first name (Amy, Garrett, Jennifer, Kurt, Matt, Tiffany). Our standard practice will be not to attach names to PSC actions in the minutes. Our rationale is that, in the interest of preserving the privacy of individuals and departments under discussion, the PSC makes it its practice to inform readers of the focus and substance of its work without providing minute detail about the contents of each discussion. In other words, these minutes do not assume the form of a transcript. Committee members also agreed that minute-takers should send electronic versions of approved minutes to the PSC chair (Reinitz), Jimmy McMichael, and the senate liaison (Bill Haltom).

Reinitz oriented new members to the work of the PSC.

Bartanen distributed the letter to department chairs detailing how to process course evaluations. Bartanen explained that she sends the letter via email each year early in fall term, and before doing so she requests PSC feedback on the contents. The PSC read the draft letter and provided minor feedback, specifically focused upon the phrase on page 2 that begins, "In the past...." A committee member wondered if there is a process for re-scanning evaluations that are unreadable in pdf form. Bartanen indicated that the portion of the document that gets sent to administrative assistants could be revised to provide for that need. The committee approved the document with minor changes.

There was some trouble locating the PSC's 2014-15 year-end report online, so MacBain will send a copy to all PSC members. To ensure that the 2015-16 PSC continues work begun but not completed last year, Reinitz and MacBain will meet to identify the outstanding work of the committee.

The meeting was adjourned at 3:23

Respectfully submitted,
Tiffany MacBain

Attachment: Anticipated Senate Charges for 2015-16

Professional Standards Committee

1. Complete the review of the interpretations of the Faculty Code yet to be evaluated in the summer of 2015 by the Title IX working group.

Rationale: The PSC asked to be issued this charge in its year-end report.

2. Propose the creation of a cycle of review for department and program faculty evaluation standards and criteria.

Rationale: The PSC asked to be issued this charge in its year-end report. At present, there is no cycle or timeline for revision of said evaluation standards and criteria.

3. Review and consider revising the following statement in the Faculty Code: "Advancement to the rank of full professor is contingent upon evidence of distinguished service in addition to sustained growth in the abovementioned areas" (III.3.e).

Rationale: The wording is ambiguous, as it can suggest either that a candidate's record must be distinguished in all areas, or specifically university and community service must be. The PSC asked to be issued this charge in its year-end report, and received a letter from faculty members pointing to this issue with potentially high-stakes consequences.