

**Professional Standards Committee Minutes
November 4, 1998**

Present: N. Bristow, A. Butcher, T. Cooney, C. Hale, J. Hanson, B. Mann,
K.A. Miller, K. Rousslang

With some grouching about the lack of synchronicity among the campus clocks, John Hanson convened the meeting at ~3:00. The minutes of the 28 October 1998 meeting were approved as distributed.

We discussed the protocol for departments sending evaluation, tenure, and promotion documents to the PSC. We agreed that departments should send their documents to Dean Cooney for distribution to members of the PSC. Subsequent memos from the PSC to departments regarding their document will be first approved by the PSC as a whole, and then forwarded directly to the departments by the PSC members principally responsible for the review. Email and hard copies will be sent to department chairs, cc members of the PSC. We noted that the "boiler-plate" of the memo to departments should remind them to pay special attention to the process of class visitations, especially in light of the PSC interpretation of the Faculty Code establishing "an ongoing process of class visitations."

With protocol out of the way, the committee promptly revised and approved memos to both the Chemistry Department and the School of B&PA.

The committee then renewed and completed its discussion of the document from the Department of Education. Committee members then turned their attention to the document from Geology. Due to the shortness of the hour, deliberations were brief. PSC will continue discussion of the Geology Department statement next week

Without fanfare, we adjourned at 4:00.

Respectfully submitted,

Ken Rousslang
Chemistry