

**Minutes of the Professional Standards Committee  
November 18, 1998**

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

The meeting was called to order at 3:05 p.m.

The minutes for the meeting of November 11, 1998 were approved as read.

Because of questions asked by department chairs, Cooney raised the issue as to whether the timing of faculty evaluations might be modified. Several chairs had asked him to consider if this would be possible in order to reduce the heavy load of evaluations within a department. Evaluations that involved promotion, tenure, or the three year assistant level review would not be deferred. After some discussion, the committee concluded that it did not have the power to authorize such changes.

The committee then turned its attention to a draft of a letter that suggested some revisions to the Statement of Evaluation Standards, Criteria and Procedures for the School of Education. The letter was approved as amended and will be forwarded to the School of Education for consideration.

The next item of business was the Statement of Departmental Standards and Processes for Evaluation submitted to the committee by Communication and Theatre Arts. After some initial discussion of this document, the meeting adjourned at 4:00 p.m.

Respectfully submitted,

Alva W. Butcher