

**Professional Standards Committee Minutes
October 8, 1997**

Members Present: Breitenbach, Bristow, Butcher, Cooney, Hale, Hanson, Ragan, Sorensen

The meeting was called to order at 9 a.m.

The minutes of the October 1, 1997 meeting were approved.

The committee responded to a letter from a department chair about the process for reviewing and revising the departmental "procedures, criteria, and standards for evaluation of career faculty" document.

The committee reviewed the revised "Course Evaluation Request" memorandum. This memorandum is distributed each year by the Academic Vice President outlining the process for administering and handling course evaluations. After making several changes the committee approved the memorandum as amended.

The rest of the meeting was spent considering the "University Evaluation Criteria" document. A number of general issues were raised. At its next meeting, the committee will begin to look at specific changes to the document.

The meeting adjourned at 9:55 a.m.

Respectfully submitted,

John Hanson