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**Professional Standards Minutes**  
**October 29, 1996**

**Members present:** W. Breitenbach, K. Hale, D. Potts, J. Riegsecker, L. Wood

We decided to take a two-part approach to addressing the issue of adequate classroom visitation. There will be a letter to the chairs discussing the importance of ongoing classroom visitation and how the reasonableness criteria for class visitations has been met. We will also modify the letter from the Dean's office that is sent to chairs before each evaluation.

The committee returned to its discussion of the previous week on the evaluation of Full Professors.

The meeting adjourned at 9:55

Respectfully submitted,

J. Riegsecker

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