

**Professional Standards Committee Minutes
December 10, 1996**

Present: Block, Breitenbach, Hale, Potts, Riegsecker, Sorensen, Taranovski, L. Wood

Breitenbach called the meeting to order at 9:00 a.m., and appointed himself secretary. The minutes for the meeting of December 3, 1996, were approved.

The committee discussed and approved the final version of its Code interpretation regarding five-year evaluations of full professors. Since this interpretation was deemed by the committee to be of "significant merit," so as to warrant inclusion in Appendix B of the Faculty Code, it will be sent to the Faculty Senate, in compliance with the provisions of Chapter I, Part F, Section 1, of the Code. Breitenbach will deliver the interpretation to the Senate at its meeting on January 27.

The committee discussed and approved the final version of a memorandum on class visitation, which will be sent to department chairs, deans of schools, and program directors.

A question was raised about how departments should handle changes to their statements of evaluation procedures, criteria, and standards, when such changes are made in the interval between regularly scheduled PSC reviews. The sense of the committee was that any substantive modifications of departmental statements should be sent to the PSC for approval. A brief reminder letter to this effect will be sent to head officers at the beginning of each academic year.

The committee agreed to take up as its initial business next semester the issue of conflicts of interest. Before the next meeting, committee members are to identify potential areas of conflict of interest, and to locate references to conflicts of interest in the Code and Bylaws.

Respectfully submitted,
William Breitenbach