

**Professional Standards Committee Minutes  
May 7, 1998**

**Members Present:** Breitenbach, Bristow, Butcher, Goldstein, Hale, Hanson, Ragan

The committee briefly discussed rewording of "Item 9" in the "Evaluation Procedures" memorandum that is sent to faculty being evaluated. The committee agreed to use the language found in the Draft of the Faculty code. Thus, item 9 would now read:

9. student evaluations of all courses taught during the most recent two semesters of teaching in promotion, 3-year, or 5-year evaluation cases, and during the most recent four semesters of teaching in tenure cases.

The committee then discussed the Psychology Department's "Criteria and Standards for Evaluation" document. Butcher was charged with preparing a memo to the Psychology Department based on this discussion.

Hanson distributed a Draft of a memo to the Physics department regarding their "Statement of Evaluation Standards, Criteria, and Procedures". Bristow distributed a list of concerns/suggestions regarding the Music Department's "Procedures and Criteria" document. The committee agreed to meet next Monday, May 11 at 1 p.m. to discuss the Music and History Department's Evaluation Criteria and Standards documents.

Submitted by:

John Hanson