

Minutes of the Professional Standards Committee Meeting September 12, 2008 Draft 1

Present: Bartanen, Bodine, Edgoose, Goldstein, Haltom, Tomlin (chair), Christoph, Wood.

The meeting was convened at 11 a.m.

Dean Bartanen distributed material regarding a Professional Standards Committee [PSC] interpretation of early tenure and the "Faculty Recruitment Guidelines 2006-2007." The guidelines were assigned a due date in the PSC matrix: May 2009.

Members of the PSC resolved to bring to meetings their own copies of minutes to save gratuitous copying.

Members of the PSC suggested that Blackboard or other electronic means might improve distribution and editing of drafts of committee minutes.

Chair Tomlin urged members of the PSC to favor Senator Robin Foster with copies of PSC minutes because she is the Senate Liaison for the PSC.

Draft Two of the minutes of September 5, 2008 was approved unanimously.

The committee then turned to the annual letter to all faculty regarding administration of student evaluations. A previous draft of the letter had been distributed at the September 5, 2008 PSC meeting. The committee emended the previous draft as follows.

1. Usage of "instructor" and "faculty" should be made uniform lest the use of one or the other cause confusion.
2. After the first full paragraph of the previous draft, the following one-sentence paragraph should be inserted: "Faculty members should not comment on or attempt to directly influence student responses on Instructor Evaluation Forms."
3. The second sentence of the third paragraph of the previous draft ["The faculty member should treat any portion of the class period in which instruction precedes administration of the evaluations in the same way as other class periods."] should be excised.
4. Item 5 of the previous draft ["The faculty member should absent himself or herself from the classroom during the entire period when evaluations are being completed."] should be revised to: "At whatever point in the class period

instructor evaluations are administered, the faculty member should absent himself or herself from the classroom before the staffperson brings the Instructor Evaluation Forms in and may return only after the staffperson has taken the Instructor Evaluation Forms out of the classroom.

5. The latter sentence of Item 4 of the previous draft ["Faculty members should therefore be cautious about scheduling evaluations on the last day of class."] should be revised to: "Faculty members should normally avoid scheduling required evaluations on the last day of class."
6. To Item 3 of the previous draft ["It is the responsibility of the instructor to ensure that students are allocated at least twenty minutes of class time to complete instructor evaluations."] the following sentence should be added: "Twenty minutes are required for each faculty member when team teachers are evaluated during the same class period."

The committee next discussed creation of an efficient, workable scheduling plan for delegation of tasks to subcommittees. The members committed to proposing 3-4 tasks that they might be assigned at the next meeting of the PSC [September 19, 2008]. Members reminded one another to consider "carryover" tasks that continuing members have begun.

The committee adjourned at 12:04 p.m.

Respectfully submitted,

William Haltom [with considerable assistance from Professor Goldstein]