

Minutes of the Professional Standards Committee  
September 14, 2005

**PRESENT:** Kris Bartanen, Bill Breitenbach, Karl Fields, Grace Kirchner, Sarah Moore, John Riegsecker, Don Share, Carolyn Weisz

**CALL TO ORDER:** PSC Chair Weisz called the meeting to order at 3:07pm.

**DISCUSSION AND APPROVAL OF MINUTES:**

Breitenbach noted several minor corrections to the 7 September minutes. The committee also noted the request from Carrie Washburn for standardized formatting of all standing committee meeting minutes. Breitenbach's emendations were accepted, the committee agreed to abide by the standardization expectations, and the minutes were approved as amended.

**ANNOUNCEMENT:**

Weisz noted that Nancy Bristow, Faculty Senate liaison to the PSC, informed Weisz that discussion of amendments to Chapter III, Sections 6 and 7 on procedures for appeals and hearings will be on the agenda of the 27 September Senate meeting and requested that a member of the PSC represent the committee for that discussion. Breitenbach, last year's PSC chair, agreed to do so.

**INQUIRY:**

Bartanen sought direction from the committee regarding a departmental chair query concerning the appropriateness of having a departmental secretary take notes during departmental evaluation deliberations. The committee discussed the matter and concluded that while the Code is silent on this issue, the practice seems inadvisable for a number of reasons.

**REPORTS:**

The committee reviewed and approved the instructions provided to students on the first page of the Instructor Evaluation Form.

Weisz appointed Kirchner and Share to a subcommittee to examine the newly revised statement submitted by the Biology Department.

Weisz posed the question of how often the committee should meet and it was determined that meetings will be convened weekly for the foreseeable future. It was noted that if subcommittees are able to accomplish sufficient work and if the 2005-2006 committee workload permits, this schedule may be reconsidered at a future date.

**DISCUSSION OF FUTURE AGENDA ITEMS.**

The committee spent the remainder of the meeting considering and prioritizing possible agenda items for 2005-2006.

Weisz appointed Breitenbach and Share to a subcommittee charged to complete preliminary work on a series of items, including (1) considering amending Chap. III, Sect. 4.b and Section 6.d regarding disposition of the report of a hearing board for an appeal at the departmental level; (2) considering amending the Code to replace "days"

with “working days”; (3) offering “housekeeping amendments” to the Code to correct typographical errors and inaccurate internal Code citations; (4) revising internal citation in the formal Code interpretation of Chap. III, Sect. 6; and (5) considering revising formal Code interpretations to include “partners” in places where “spouses” are mentioned.

The committee next determined that urgent items for full committee attention (in roughly descending order) were (1) examining Chap. III, Sect. 4.b(4) regarding the nature of and relationship between informal and formal challenges that an evaluatee may make to an evaluation conducted by a department, school, or program; (2) clarifying participation in departmental procedures in revising departmental evaluation guidelines; (3) clarifying the definition of “tenure-line faculty” by either a Code amendment or formal interpretation; and (4) examining questions about streamlined five-year evaluations of full professors (Bartanen agreed to compile a list of these questions for the committee).

The meeting was adjourned at 3:56 p.m.

Respectfully submitted,  
Karl Fields