

**Professional Standards Committee Minutes
October 7, 2002**

Present: T. Cooney, G. S. Elliott, W. Hands (chairperson), T. Mace, T. Rowland (secretary), D. Share, K. Stirling.

Hands called the meeting to order at 12:03 PM. The minutes for the meeting of 23 September 2002 were approved.

Old Business:

The draft statement on the "Question of Timing of Evaluation" was discussed and approved and will be sent by Hands to the Biology Department.

The draft document on the administration of student evaluations was discussed, modified and approved. Cooney will send the final version to all faculty and academic department secretaries.

A response to the Exercise Science Department concerning their statement of evaluation standards will be forwarded by Hands.

New Business:

Senate charges to the PSC were discussed. Charge #1 (policies on confidentiality) will be taken up in the next meeting. Share will provide committee members with resource items in advance. Charge #5 (amendment to University alcohol and drug policy) and charge #3 (streamlining the evaluation process) will be taken up next. The committee also recognized that approval of the new Faculty Code by the Board of Trustees will require the PSC to produce faculty hiring guidelines.

The meeting was adjourned at 12:55.

Respectfully Submitted

Thomas V. Rowland