

**PROFESSIONAL STANDARD COMMITTEE: MINUTES
SEPTEMBER 25, 2013**

Present: William Barry, Kristine Bartanen, Geoffrey Block, Jennifer Hastings (chair), Tiffany MacBain, Mark Reinitz, and Kurt Walls.

Procedure and Expectations of the Minutes:

The meeting began with precocious promptness at 7:59 a.m. in Wyatt 226. After approving the minutes of September 18, the Committee discussed the process and expectations for the minutes for this week and future meetings. The Committee agreed that rather than appoint a permanent minute-taker it would rotate minute-taking throughout the Committee alphabetically by first name (starting with Geoffrey). As in previous years, the Committee determined that the Chair is not required to take minutes or to serve on sub-committees. The Committee also reinforced the current practice of creating minutes that offered the main points of what was discussed in reasonable detail but without disclosing information considered confidential or unnecessary. In the light of this discussion the minutes of September 18 were slightly modified and the Committee will vote to approve these modified minutes at the next PSC meeting. As part of this discussion, the Committee was reminded about the procedures governing the printing and email distribution of the minutes following their approval.

PSC Sub-Committee Assignments:

In the absence of new business the Committee proceeded to resume work on two ongoing issues and to form sub-committees to explore these issues, a sub-committee on Course Evaluations and Procedures and a sub-committee on Course Assistants. The central task of the Sub-Committee on Course Evaluations (MacBain, Madlung, Reinitz) will be to learn how comparable institutions are addressing course evaluation procedures and to discuss the pros and cons of such issues as moving to electronic student evaluation of faculty. The Sub-Committee on Course Assistants (Barry, Block, Walls) was assigned to review and clarify the 1986 PSC interpretation of the Code regarding course assistants (p. 40), to review the current use of course assistants in order to determine whether departments are in compliance with the Code, and to consider whether the language of the Code should be revised. After the meeting adjourned at 8:36 a.m. the sub-committees met to determine meeting times prior to the next full meeting of the PSC on Wednesday, October 9.

Respectfully submitted,

Geoffrey Block