

PROFESSIONAL STANDARD COMMITTEE: MINUTES
October 23, 2013

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

1. The minutes from our last meeting were approved.
2. Subcommittee reports and charges
 - a. The subcommittee on Course Assistants (CAs) reported that they had requested detailed descriptions of CA responsibilities and provisions for ensuring competence and student privacy from all of the departments that currently had CAs, and that more than half of those departments had responded.
 - i. Following an open discussion the subcommittee was charged with drafting a new interpretation of the Faculty Code which formally defines what a Course Assistant is, delineating the scope of acceptable CA responsibilities, means of ensuring confidentiality of student grades and performance, ways of ensuring CA competence, and presenting to the full committee on Nov 6th.
 - b. The subcommittee on Course Evaluations and Procedures reported that the Faculty Senate has tasked PSC to work with the Library, Media, and Information Systems committee (LMIS) to evaluate the development of electronic course evaluations. They also reported that they had polled and received feedback from deans of several Northwestern peer institutions regarding their experiences moving to electronic evaluations, and had entered into discussions with both Information Technology and the Library director regarding technology for administering electronic evaluations as well as means to evaluate the effectiveness of electronic evaluations. These enquiries helped to identify some of the benefits as well as some potential problems with transitioning to electronic evaluations.
 - i. In open discussion it was agreed that a worthwhile starting point is to identify the specific problems that the institution is trying to solve by moving to electronic evaluations as a basis for developing a formal evaluation of associated costs (including potential faculty concerns) and benefits.
 - ii. Following this discussion, the subcommittee was tasked with addressing these issues with the goal of developing an analysis of benefits relative to costs associated with moving to electronic evaluations.

After the meeting adjourned at 8:48 a.m. the sub-committees discussed meeting times prior to the next full meeting of the PSC on Wednesday, November 6.

Respectfully submitted,

Mark Reinitz