

**Professional Standards Committee Minutes
October 22, 1997**

Present: Breitenbach, Bristow, Cooney, Hanson, Ragan (chair), Sorensen

The meeting was called to order at 9:05 a.m.

The minutes of the meeting of October 15, 1997, were approved as written.

The committee considered Hanson's suggestion that attention be called to the clarifications made in the dean's memorandum on course evaluation procedures. The committee agreed that it would be useful to send an additional memo to department chairs and secretaries alerting them to these clarifications.

The committee then continued its discussion of the revision of the *University Evaluation Criteria* document.

The meeting adjourned at 9:55 a.m.

Respectfully submitted,

Nancy K. Bristow