

Minutes of the Professional Standards Committee

Date: September 17, 1996

Present: B. Breitenbach, L. Wood, J. Riegsecker, J. Sorensen, D. Potts,
C. Hale, T. Taranovski

Convened: 9:05 a.m.

1. Minutes from the Sept. 10, 1996 meeting were approved.
2. Procedures for documentation of meetings were established as follows:
 - a. Committee members will rotate secretarial duties according to surname (reversed alphabetical order).
 - b. Minutes will be circulated via e-mail to committee members for initial corrections or approval.
 - c. Final approval at subsequent meeting will be followed by distribution to the campus community via the UPS Home Page (see Carrie Washburn).
 - d. Minutes are to be succinct and should protect confidentiality of individuals discussed in committee.
3. The chairperson offered a general reminder of the need for confidentiality of material raised in committee.
4. Agenda Items for the coming weeks include:
 - a. Procedures for faculty visitation of classes during evaluation of colleagues.
 - b. Issues related to five-year evaluation of full professors.
 - c. Change in Faculty Code language related to Instructors.
 - d. Ongoing revision of evaluation procedures;
5. New Business:

Discussion ensued regarding a faculty request for interpretation of the Code.

Meeting Adjourned: 9:57 a.m.

Respectfully Submitted,

Lisa F. Wood