

**Minutes Department of Youth Development Department Meeting**  
April 5<sup>th</sup>, 2011

1. Call to Order
2. Certification of WI Public Meeting Law
3. Appointment of Parliamentarian – Megan Stuessel
4. Recording Secretary – Doug Liphart
5. Introductions/Roll Call (see roll call at end of document)
6. Approval of Minutes from 10/21/10 – motion by Kennedy seconded by Ivey. Motion Passed.
7. University Committee Faculty Senate – Chuck Prissel and Matt Calvert. Report posted online. Two highlights. 1. Committee passed resolution in February in opposition to budget repair bill. 2. Wisconsin Ideas Partnership discussed in March meeting and recommended. Both are available online.

Chuck recommends that as a department we hear from Greg Hutchins regarding updates and questions (via teleconference) around staffing changes, and changes that will result from new legislation with regard to faculty governance. 75% of those in attendance indicated via show of hands that they are interested in learning more and planning a one-time WisLine to be arranged at some point this spring by faculty senators. Tenure orientations are scheduled for May and September.

8. Committee of Professors/Professor Promotions Committee – Matysik. Committee met to discuss prerequisites to promotion to professor. None of this would take place until next year. Barb Barker was elected chair of the committee for 2011-2012. Need two more committee members for 2011-2012. Jean Berger forwarded for promotion to full professor – Congratulations! In the future both electronic and paper options will be considered for portfolio. Reviewed pre-requisites for promotion. Bob Matysik has been elected chair of the Professor Promotions committee.

9. Faculty Tenure Advisory Committee – Deb Ivey and Jean Berger. Committee reviewed 14 documents in past 4 months. Pulvermacher, Liphart, Pardee, and Palmer passed and promoted. Comment – FTAC is going to recommend 1 binder over 2 in the future (preference not requirement). For those entering the tenure process in the near future: Make sure that all parts of document work (CDs, links, web posted materials). Make sure that all copies of documents are the same, and the most current. FTAC will be willing to accept electronic portfolios in the future, as long as they were submitted to the department in that same format. Tips for electronic submission include making sure that documents are: 1. approved by respective departments in electronic form; 2. Readers can navigate the document; 3. The format is universally acceptable; 4. Individuals on FTAC may reserve option for printed version; 5. Dean or Chancellor may request a print copy.  
FTAC members appreciated the new summary format.

10. Standards Rank and Promotion Committee – Karen Nelson. Anyone intending to submit this next year needs to submit letter of intent by July 3<sup>rd</sup>. Tenure orientations will go with a 2 track

system this next year with tracks for those just starting with Extension and for those nearing tenure portfolio submission.

11. Professional Development Advisory Committee – Annie Lisowski reported. Committee has not met.

12. Research and Publications – Ian Meeker. Reviewed two papers that were submitted. Both needed work for publication. Will meet next May 11<sup>th</sup> with new committee members. New members will be welcome at next meeting. Changes are being made to APA guidelines and a minor adjustment was made to submission guidelines – posted on website. Next deadline to submit papers is April 11<sup>th</sup>.

13. Academic Staff Report – Kyli Brown. Posted. Reported role of academic staff and title review process.

14. Tenured Faculty Review – Denise Retzleff. Reviewed documents from several faculty members this year (Sue Curtis, Dawn Doperalski, Ian Meeker, Rene Mehlberg, Deb McRae, Jim Winkler). Tenured faculty members are reviewed every five years. Documents are due in January. Next year's submitters were announced. Report posted.

15. Update by chair. Report posted on Department website. 25-30 people participate in the CEAC from different levels of staff. Department Chairs meet with other department chairs quarterly. Academic Leadership Standing committee talks about budgets and direction for Extension. Also reviewed questions asked at 2010 department meeting, and took open questions. Chair referenced 3<sup>rd</sup> page – answers to questions asked at last department meeting. Referenced: 1. Revenue requirement; 2. concern that county won't support salary increase at time of promotion (Dept. heads did not believe that was occurring); 3. Why does salary vary? Faculty salary comparison by program area and county was produced by Mary Detra. Document posted online. Chair explained factors impacting salary differences. Since August 2008, CEAC has focused starting salary for Masters prepared educator at \$40,000. Pleskac and Menart clarified.

16. Department Handbook/Bylaws – Sara Tarjesson and Megan Stuessel. Outlined By-laws changes (Current Bylaws with proposed changes posted on department website). Bylaws changes resulted from discussion of need for changes at previous department meeting. Input and feedback were solicited within department on changes proposed. Changes were reviewed in Department meeting and revised appendices (H, K, &L) were offered up for approval.

- a. Amendments to Department Handbook. (See posted with highlighted changes). Tarjesson explained proposed changes.

Suggestions to change in Handbook:

page 2 Item IV A: change to "Bylaws consist of handbook and appendices."

Item V. A "In case of a tie, the dpt. Chair or His/Her designee will flip a coin..."

Committee of Professors – subcommittee of professors??

??? omit letter B and move on to letter C?

Page 6 -- FTAC should be D Make "Tenured Faculty" to "Faculty Tenure"

Section VI letter C – capitalize 'Professor' consistently.

Motion to approve changes to Department Handbook as outlined with suggestions from today's meeting [requires 2/3 vote] (motion Sue Pleskac, second Joan Wimme – motion passes by show of hands and online vote).

- b. By-laws amendments sections H, K,&L (See posted with highlighted changes). Tarjeson explained changes. Move to approve changes to appendix H 1B & 2B & 1C and 2C (motion Chris Viau, second by Jackie Johnson) – motion carries.
  - c. By-laws (see posted with highlights) – Motion to approve changes to section L (motion Chris Viau second Marie Witzel) – motion carried
  - d. By-laws Appendix K (see posted with highlights) –  
Motion to have 2 separate votes on 2 changes proposed in this appendix by Frank Ginther second by Sue Pleskac. Motion carried.  
Motion by Frank (second by Sue) to postpone changes in language to “Professor” in section IV until after Professors have a chance to discuss it at their next meeting. Hand count vote (27 yes and 16 no: motion to postpone carries).  
Motion to table discussion on changes to Appendix K until the next department meeting (motion by Donna Duerst and second by Gronski). Motion carried by voice vote.
17. Celebrations – Sarah Tarjeson. General celebrations of effective programming (shared with others at meeting).
18. Election Results – Strother and Mitchell. Chair – (see posted results for details)
19. Presentations:
  - a. Assistant Professor Annie Lisowski
  - b. Assistant Professor Megan SteusselPresented on programming highlights from their work, success stories, and reflections.
20. Professional Scheduling – Sarah Tarjeson, Megan Steussel.  
Revised Sept. 2004 document was reviewed(Highly suggested that faculty read this document & talk with local office to accommodate flexible scheduling for faculty that put in time outside the regular work day). Donna Menart highlighted points from the document, and a survey using electronic clickers was taken regarding a number of questions around professional scheduling.
21. Supporting Probationary Faculty Survey: Vice Chairs will gather feedback.
22. Fall 2011 Department Meeting needs/preferences. Vice Chairs will discuss.
23. Electronic Promotion Documents: Will be accepted in future, academic chairs are concerned about uniformity across departments.
24. Posting Scholarly Work On-line (NOT COVERED DUE TO TIME CONSTRAINTS)
  - a. Secretary of Faculty website: Academic Affairs Office
  - b. Department of Ag/Ag Bus website
25. Faculty Concerns (NOT COVERED DUE TO TIME CONSTRAINTS)
26. Roll Call Double Check:
27. Adjourn Motion: Renee, Second Winkler - motion carries.

Roll Call:

**CENTRAL**

Abert	Connie
Berger	Jean
Grimm	Michelle
Kennedy	Judy
Moellendorf	Deborah
Swenson	Jennifer
Van Treeck	Christa
Viau	Chris

**STATE**

Calvert	Matt
Miller	Melanie
Pleskac	Sue
Skluzacek	Joanna
Stawicki	JulieAnn

**NORTHERN**

Fauerbach	Gloria
Liphart	Doug
Meeker	Ian
Miller	Danielle
Schleif	Rosanne
Wimme	Joan
Winkler	Jim

**EASTERN**

Andrews	Ellen
Pollen	Melinda
Jorgensen	Jill
Kraus	Gail
Kuelz	Dawn
Mehlberg	Rene
Palmer	Kevin
Retzleff	Denise
Wolniakowski	Judy
Tarjeson	Sarah

**SOUTHERN**

Duerst	Donna
Grenawalt	Alissa
Hobson	Pamela
Ivey	Deb
Bugni-Walsh	Jenni
Mitchell	Amy
Nelson	Karen
Pulvermacher	Colleen
Roberts	Gail
Schoenike	Sally
Olson	Betsy

**QUAD**

de Montmollen	John
Strother	Tracy

**WESTERN**

Ginther	Frank
Johnson	Jackie
Lisowski	Annie
Matysik	Robert
Gronski	Sara
Novotny	Sara
Prissel	Chuck
Ritscher	Marie
Stuessel	Megan
Witzel	Marie