

## **DRAFT MINUTES**

Department of Youth Development  
December 11, 2003 1:00 am to 3:00 pm  
Wisline Teleconference

The meeting was called to order by Department Chair Sue Pleskac at 1:00 p.m. The meeting was posted in compliance with the Wisconsin Open Meetings Law. Annette Bjorklund was appointed recording secretary and Frank Ginther was appointed Parliamentarian.

Roll Call: Connie Abert, Jeanne Baum, Jean Berger, Annette Bjorklund, Sally Bowers, Chuck Cropp, Amy Danhof, John DeMontmollin, Connie Decorte, Donna Duerst, Gloria Fauerbach, Katy Forsythe, Frank Ginther, Alissa Grenawalt, Pam Hobson, Wendi Holloway, Paula Huff, Deb Ivey, Jessica Jens, Deb Jones, Steve Kinzel, Tamie Koop, Cindy LaPorte, Nancy Anne Livingston, Susan Marino, Bob Matysik, Sharon McDowell, Rene Melberg, Donna Menart, Melanie Miller, Debbie Moellendorf, Karen Nelson, Kandi O'Neil, Sue Pleskac, Dan Renzoni, Denise Retzleff, Tom Riese, Rosanne Schleif, Tom Schmitz, Dawn Schneider, Sally Schoenike, Kay Schroeder, Karen Sipple, Tim Talen, Mary Thiry, Kathi Vos, Jim Winkler, Marie Witzel. Others: Penny Tank, Missy Olson

A quorum of 48 department members was certified.

Moved by Fauerbach, second by Hobson to approve the minutes of the April 30, 2003 meeting. Motion carried. Sue Pleskac noted that under New Business Handbook and Appendix Changes the tabled motion died when the main motion was passed.

### **Report by the Chair** – Sue Pleskac

The department did well with the budget. More on this will be reported later in the meeting.

Progress has been made towards items on the Strategic Plan. Members are asked to share with their district vice chair accomplishments towards the first 5 items. To show the impact of what has been done, these will be compiled and shared at the April department meeting. Pleskac shared the following progress.

Strategic Issue #1 – Arlen Leholm has been invited to attend April 29 meeting.

Strategic Issue #3 – Work was done by the vice-chairs on the budget. Continue to work with other departments to articulate the need for increased dollars to do department work. Chairs will meet with Arlen in February.

Strategic Issue #5 – Scholarship Forum was held in August.

Strategic Issue #6 – Academic Leadership Standing Committee has been talking about relationships and communication and maximizing potential within mission related to hiring structure.

Strategic Issue #8 – The Leadership Forum (association, program, department communication network) had been discussing organizational responsibility, expectations of the organization, additional paperwork and documentation, looking at individual components of where faculty serve the organizations in multiple roles and how to be more efficient and effective in those roles. Discussion of Research and Publications and Vice Chairs serving two counties.

### **Standing Committee Reports**

#### **Research and Publications** – Deb Ivey

Committee members were introduced. Since September, three papers were reviewed and two were published. They are available on the department website as are all papers ever published. Some papers listed but not accessible electronically are available as archived copies from Judy Ballweg. Papers are submitted electronically for review. Committee is considering changes to review form. Committee is considering writing a paper on how to write a paper. Next meetings will be January 14, March 10 and May 12. Papers are to be sent 30 days prior to the meeting. Department members are encouraged to share website with other departments. Authors who have published papers that are not in electronic format are encouraged to provide an electronic copy for the website.

#### Standard Rank and Promotion – Kathi Vos

Committee members were introduced. Since July 2003, Karen Nelson, Myrna Rhinehart, and Nancy Anne Livingston have been promoted to Associate Professor with Tenure. Congratulations to all. Seven documents were reviewed in the fall. Three were passed, four were denied. On January 27-28, committee will review one again. A mini-portfolio will be reviewed in the spring. A Blackboard course is in the works. Gloria Fauerbach is chair-elect.

#### Committee of Professors – Sally Schoenike

Committee members were introduced. Associate Professors who are eligible to apply for promotion to Professor are encouraged to do so. Updated guidelines are on the department website. Contact a professor if you need help. Some professors will be providing professional development at the April department meeting.

#### Tenured Faculty Review – Donna Duerst

Committee members were introduced. Five reviews will be conducted in 2004. If you are scheduled for review in 2005, please consider having your review in 2004. Contact Sue Pleskac as soon as possible if you will do this. The review timeline was explained.

#### Professional Development Advisory Committee – Merry Klemme

No report. Sue Pleskac indicated that the committee is scheduled to meet in January.

### **Faculty Governance Reports**

#### Faculty Senate Report – Jean Berger, Jeanne Baum

The September meeting addressed health insurance and chancellor pay raises. Ad hoc committees have been formed: 1). scholarship (educating stakeholders); 2). review of family and medical leave policy; 3). issues with health insurance/alternative funding issues; and 4). program planning and reporting guidelines.

#### University Committee – Frank Ginther

University Committee is the Executive Board of Faculty Senate and includes a representative from each academic department. Committee has discussed “engagement in controversy.” A group is researching the roles of faculty involved with controversy. The compilation will serve as a tool for the Chancellor to use when speaking with stakeholders. Also discussed how to engage faculty in governance.

#### Systemwide Extension Council – Jean Berger

SEC also discussed engagement in controversy. The Chancellor wants to bring this up to academic dept chairs as he sees this as a faculty issue rather than a program issue. We will see more of this through the department. Also discussed how to make the University more appealing to people wanting to come back to school in non-traditional ways.

Moved by Mary Thiry, second by Jim Winkler to accept the standing committee reports and faculty governance reports. Motion carried.

### **Old Business**

#### Department Budget – Sue Pleskac and Vice Chairs

Academic departments receive a budget line item from the dean. \$25,000 is available for the four departments. Based on the faculty count on July 1, Department of Youth Development has been allocated \$85.91 per faculty member for a total of \$6,186. Following up to a letter sent to Dean Carl O'Connor about how the dollars are allocated, the department chairs will be meeting with Dean Arlen Leholm in February to begin discussions with him.

#### Handbook and Appendix Changes – Kathi Vos

Proposed changes to Appendix H Mini-Portfolio Guidelines were presented for second reading. Motion by Kathi Vos, second by Rosanne Schleif to accept changes as presented with the additional change to last line of *Purpose* - change Associate to Assistant. Motion carried.

### **New Business**

#### Report of Scholarship Forum – Sue Pleskac, Dan Renzoni

Dan Renzoni reported that the Outreach Scholarship Conference had good representation by Wisconsin. This is an opportunity to share and see scholarly work. Reported on a session presented by South Dakota State University on “extension advocates” - clientele speaking for us to tell the value of Extension. Sue Pleskac reported that the Scholarship Forum was well attended. This is an opportunity for SRP committee members, Faculty Tenure Advisory Committee members, mentors, and mentees to talk about preparing a document for promotion.

#### Planning and Reporting Timelines – Steve Kinzel

Timelines for planning and reporting have been provided by the Dean and program area. The Department will follow these timelines and the department document will be updated to reflect these dates.

#### Department Elections – Mary Thiry

There are several openings. A complete list will be emailed to vice chairs. On-line voting will be conducted February 11-21. Thanks to Annette Bjorklund for getting the on-line voting process organized last year.

#### Agenda Items for April 29 Meeting –

Other three Academic department chairs are considering face-to-face meetings on April 13<sup>th</sup> prior to JCEP for purposes of minimizing expenses. Department was asked to reconsider changing our April 29 meeting to that day. Consensus was that we would stay with the April 29 meeting.

Dean will be coming

Committee of professors will provide professional development on scholarship

Perhaps discussion on engagement in controversy

Research and Publications review sheet change for consideration

UPG12 handbook change

### **Faculty Concerns**

Mary Thiry expressed the need to continue to be on alert for the trend of faculty positions changing to academic staff positions when there is vacancy. Menart clarified that in counties where there are two professional staff, the tendency has been to have only one of those be a faculty position.

Moved by Dan Renzoni, second by Deb Ivey to adjourn the meeting. Meeting adjourned at 2:40 p.m.

Respectfully submitted,

Annette Bjorklund, recording secretary for the Department of Youth Development