

**Department of Youth Development Chair Update**  
**Denise Retzleff**  
**April to November 2011**

**Cooperative Extension Administrative Council**

*April, May, July, August (attended by Megan Stuessel), September, October, November*

Federal, State and County budgets

Implementation of climate survey

District administrative units

Fund development

SharePoint

Role of Council for Strategic Change

Structuring Ourselves for Success

Centennial Celebration

Purpose of CEAC

Defining Excellence among Cooperative Extension Specialists

Input on Workforce Diversity and Equity Vision and Mission

Inclusive Excellence

Working among different generations

Team updates – Staffing, ARTIST, program area team structure

4-H Youth Leadership evaluation results

Concealed carry

Conflict of Interest

Staffing plan

Communicating value

CEAC members, minutes, and schedule are located at

<http://www.uwex.edu/ces/admin/committees/committee.cfm?committeeid=2>

**Academic Department Chairs**

*June, September*

Temporary staffing assignments in counties

Planning for faculty professional development

Department representation on strategic planning committees

District alignment and representation

Core functions of academic departments

IT Update

Tenured Faculty Review Remediation

Emeritus eligibility

Meeting with University Committee to discuss realignment of districts and representation on committees

**Academic Leadership Standing Committee**

Academic Department Chairs rotate representation on this committee

ALSC mission, members and minutes are at  
<http://www.uwex.edu/ces/admin/committees/committee.cfm?committeeid=3>

### **Tenured Faculty Review Committee**

*August*

Committee meeting – set schedule, letters to 8 candidates and their district directors  
Sought new committee member to replace Kandi O’Neil

### **Vice Chair Teleconferences**

*April, June, September, November*

Report on CEAC discussions

Discuss results from Professional Scheduling presentation

Discuss implications from results of probationary faculty survey

Decision that fall dept. meeting be a teleconference and the spring meeting be face to face at JCEP

Role of Vice Chairs

Department elections

Ad hoc mentoring committee

SRP ad hoc committee on electronic documents

Plan for department meeting

Replace Kandi O’Neil on TFR

Professional concerns

Professional scheduling

Agendas and minutes are located at

<http://www.uwex.edu/ces/4h/department/committees/listallcommittees.cfm>

### **Other**

- Explaining faculty status and the process to obtain it to a potential applicant
- Conduct department meeting
- Update website
- Submit Department election results to the Dean and Secretary of the Faculty
- Write letters to support promotions from Instructor to Assistant Professor
- Participate in conference - Leading the Academic Department: A Leadership Program for Department Chairpersons of the UW System
- Posting seven promotion announcements in Youth Line
- Working with Mary Detra to update mentor and rank lists
- Letter to congratulate Steve Kinzel on emeritus status
- Discussion regarding performance improvement process
- Write letters to request extension of tenure timelines
- Request letters from District Directors for seven tenure documents
- Request letters from District Directors for two professor candidates
- Write letter to request promotion of faculty member from Instructor to Assistant Professor
- Questions on tenure timeline