Department of Youth Development Chair Update
Denise Retzleff
April through September 2010

Cooperative Extension Administrative Council
Meetings: April, May, July attended by Jill Jorgensen, August, September

Retention funds will be available
PILD Report – US Senators and congressmen need to hear from constituents about Extension at other times than PILD. They hear very little.
Promotional materials available – Postcards, letterhead, posters, etc, were developed by Vendi and used first in Western District; now are available statewide
Chancellor search – UWEX colleagues need to be engaged throughout the process
Updates on
- County board elections
- WACEC State Conference
- 2010 all Colleague Conference
- Council for Strategic Change
- Civil rights issues
- County web presence
- Budget
- Faculty governance units
- Civil rights strategies
- Promotional resources
- Protecting on-line identity
- Need to strengthen individual reporting
- Political effectiveness

CEAC members, minutes, and schedule are located at http://www.uwex.edu/ces/admin/committees/committee.cfm?committeeid=2

Academic Department Chairs
Meeting: June, September

Update on local, state and federal budget and constant need to communicate value.
Review of Tenure Orientation workshops
Adoption of Article 4 on Faculty Governance Units
Collective Bargaining update
Electronic submission of documents
Extension Associates
Department expenses
Merit pay and market pay
Supporting promotions when there are budget concerns
Updating tenure ppt presentation used at Faculty Tenure Orientation Workshop
Phone conference in August with District Directors, discussed: SIPR’s, assigning rank at time of hire, performance improvement plans, notification when employee leaves a
position, Extension Associate financial support for education and educational plans, salary issues; developed table to show what letters of support are needed from DD’s and when they are needed for tenure, professor or TFR in each department

**Academic Leadership Standing Committee**
*Meeting: June, September*

Discussion with Dean Rick Klemme on strategic directions and budget issues.
Collective bargaining presentation
Identify recruitment and retention review team members

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

**Tenured Faculty Review Committee**
Completion of four faculty reviews in April with final reports sent to the Dean.
Committee meeting in August to plan for reviews.
Notification sent to 7 people of reviews. Materials due January 14, 2011. Reviews are Feb. 8 & 9, 2011

**Vice Chair Teleconferences**
*May, August*
Reviewed draft Department Expense Reimbursement document
Edited drafts of new 1, 2 and 3 year program review forms
Discuss strategic issues related to support of probationary faculty, and how the department has a role with staffing, hiring and compensation.
Discussion of general bylaw updates that will be drafted
Discussed nominations for 2011
Discuss agenda for October Department meeting

Agendas and minutes are located at
[http://www.uwex.edu/ces/4h/department/committees/listallcommittees.cfm](http://www.uwex.edu/ces/4h/department/committees/listallcommittees.cfm)

**Other meetings/programs participation**
- SRP committee orientation - July
- Faculty Governance Unit Chair teleconference
- Tenure and Scholarship Forum – August
- Faculty Tenure Orientation Workshop - September
Other

- Website updates
- Addressing questions from department members related to three year reviews, changes in department appendices, etc.
- Preparing for Department meeting
- Letters requesting an Extension Associate be admitted into the Department
- Letter requesting rank change from Instructor to Assistant Professor
- Letter requesting promotion from Assistant Professor to Associate Professor
- Letter requesting emeritus status
- Letter requesting extended timeline
- Letters to new committee members and committee chairs
- Support for performance issues
- Notifying those who plan to submit a portfolio or mini-portfolio if all required plans of work and annual accomplishment reports are on file
- Reading resumes and applying rank at time of hire
- Review draft of Secretary of Faculty web page, on “Understanding Tenure within UW-Extension”
- Nominating department member for Faculty Hearings Committee
- Nominating department member for The Leadership Academy
- Correspondence to the Dean regarding Department expenses
- Congratulation notices posted in Youth Line for rank changes
- Notifying the Secretary of the Faculty of the Department Mentoring guidelines
- Send notes of congratulations to those receiving promotions
- Letters to District Directors requesting letters to support tenure and professor candidates
- Recruitment and Retention Review Team
- Letters to new Department members