**Department of Youth Development Chair Update**  
Denise Retzleff  
November 2008 – April 2009

**Cooperative Extension Administrative Council**  
November, December, January, February, March, April

Discussion topics:
- State and county budget issues
- Hiring process
- Telecommuting
- Building local relationships
- Improving the workplace environment
- Report from the strategic planning committee
- Strategic planning implementation
- Serving people with disabilities (Screen readers, using “styles” rather than manual formatting; and using principles of universal design)
- CE communications
- Resources (funds) for recruitment & retention of instructional academic staff & faculty
- Political effectiveness strategies
- Records Management

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

**Academic Department Chairs**  
December, March

Discussion topics:
- On-line balloting for department elections
- Article 4 update
- Electronic submission of portfolios/documents (1, 2, 3 year reviews, mini portfolios, TFR, professor, associate professor)
- Process for moving from Extension Associate to Instructor or to Assistant Professor; Extension Associate admission to department, salary level, educational plan
- Department web page updates in Contribute vs Cold Fusion
- Whether position descriptions need to be signed when they are included in portfolios (Two departments require signed descriptions (ANRE, geological survey) and 3 (FL, YD, CRD) do not. This was brought to us for discussion to determine if there should be consistency. We did not feel a strong need to require consistency among departments and feel it should be left to the discretion of the departments to decide if the position description is signed.) This information was shared with DYD representatives on FTAC and Chair of SRP
- Assistant Vice Chancellor doing Secretary of Faculty responsibilities – letter written to Provost Christine Quinn with concerns, followed by telephone conversation with her and including University Committee
- Mileage reimbursement to mentors for annual reviews, SRP and FTAC reviews. If a faculty member mentors Academic Staff the district pays mileage.
Department annual & multi-year plan and annual reporting requirements in relation to forthcoming changes to Appendix IB and IIB

**Academic Leadership Standing Committee**
December, March
Discussion topics:
Providing recognition in Cooperative Extension
Four day work week
Strategic planning update
New information system
Discussion with Vice Chancellor and Provost Christine Quinn
Resources (funds) for recruitment & retention of instructional academic staff & faculty
Strategic plan - Review purpose and function of ALSC, Fall district/regional scholarship conferences
Reports from
  - Committee on Academic Staff Issues (CASI)
  - University Committee
  - Classified Staff Advisory Council
  - Academic Staff Council
  - Academic Department Chairs
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**
April
Teleconferences for review of five faculty members

**Vice Chair Teleconferences**
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)

**Leadership Forum** January, February, April
Updates shared among Department, Association, Academic Staff Council, and Program Area
Discussion topics:
Nominee from WI for the Nat’l 4-H Hall of Fame

**Other**
- Website updates
- Addressing questions from department members and committee chairs
- Preparing for Department meeting
- Assigning rank to perspective candidates
• Teleconference – discussion on finding qualified applicants for 4-H Youth Development positions.
• Discussion of state staffing options due to open positions
• Conversation with Christine Quinn on where CE is in the understanding of scholarly work
• Sending promotion requests to the Dean’s office
• Addressing personnel questions and issues
• Teleconference – discussion on Assistant Vice Chancellor/Secretary of Faculty position
• WisLine – Records Management within the UW Colleges and UW-Extension