

Department of Youth Development Chair Update
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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>

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>

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