Department of Youth Development  
Face-to-Face Meeting – Wausau  
April 29, 2004  
Draft Minutes

The meeting was called to order by Department Chair Sue Pleskac at 10:10 a.m. The meeting was posted in compliance with the Wisconsin Open Meetings Law. Donna Duerst was appointed recording secretary. Sally Schoenike and Melanie Miller were appointed co-parliamentarians.


A quorum of 50 department members was certified.

Moved by Schmitz, second by Retzleff to approve the minutes of the December 11, 2003 department meeting. Motion carried.

**Department Elections** – Mary Thiry:
Elections were completed electronically. Congratulations to all those elected. New terms begin July 1st. Sue Pleskac will continue as Department Chair. The results will be posted on the department website.

**Report by the Chair and Status of Strategic Planning Identified Issues** – Sue Pleskac:
Pleskac described the roles in which she participates on behalf of the department:

1. **Leadership Forum** – ongoing discussion between the leadership of the department, association and program area dealing with common issues such as additional responsibilities and expectations of county staff, information management and deadlines.

2. **Academic Leadership Standing Committee** – advisory to the Dean. Will serve as the Compensation Committee. Currently discussing faculty and academic staff relationships.

3. **Committee of four academic department chairs** – meets at least quarterly to discuss common issues and concerns such as the new Dean, department budgets and administrative responsibilities for county staff.
Progress on the Strategic Plan Identified Issues was reviewed. Pleskac distributed a written update on progress toward each of the twelve issues as reported by department members through the Vice Chairs.

**Engagement and Controversy** – Frank Ginther, Jean Berger, Penny Tank:
The second draft of the Department of Youth Development and 4-H Youth Development Program Engagement and Controversy Statement was distributed, reviewed and discussed. Several changes and additions were suggested. If approved, the statement will be posted on the department website. It may be compiled with statements from the other departments and programs and the Chancellor may develop a statement for the entire organization. Moved by Schmitz, second by Koop for an advisory ballot of support for the document presented with the edits as discussed. Motion carried.

**Assessing Scholarship through Department Publications**– Deb Ivey, Merry Klemme:
Melanie Miller and Frank Ginther presented their evaluative paper, “Summer Agent Orientation.” The paper was assessed using the scholarship criteria. Paula Huff presented her philosophical paper, “Founder’s Syndrome and 4-H Leaders Organizations.” The paper was assessed using the scholarship criteria. The Scholarship Presentation Application for the Youth Emphasis seminars was distributed and reviewed. Applications are due July 15 to Ivey and will be reviewed and selected by the committee. Menart described the “Programs of Distinction” process that is being implemented at the national level and encouraged submissions.

**Discussion with Arlen Leholm, Dean and Director** – Pleskac
The Dean was unavailable due to a family emergency. It was suggested to schedule a face-to-face discussion with the Dean at a central location and others could join via Wisline teleconference. Pleskac will arrange a meeting; preferred times of year are May or September.

**Standing Committee Reports**

**Research and Publications Committee** – Deb Ivey:
A written report was submitted and distributed prior to the meeting. Four papers have been published and are available on the department website. Next meeting is May 12. The committee developed the “Helpful Resources When Writing a Paper” handout. New Review Guidelines were developed and distributed. Both pieces will be posted on the department website.

**Standards, Rank and Promotion Committee** – Kathi Vos, Kim Reaman:
A written report was distributed. Congratulations were extended to Annette Bjorklund, Merry Klemme and Deb Ivey for promotion to Associate Professor with Tenure, effective July 1st. Deadlines for tenure documents were reviewed. The Tenure Orientation Blackboard Course is available through May 11. Twenty-seven users are currently enrolled including SRP Committee members, mentors, program liaisons and candidates. There will be a wrap-up telephone conference regarding the Tenure Orientation Blackboard Course on May 11 at 10:00 a.m.
Committee of Professors – Sally Schoenike:
The committee consists of all full professors. Only portfolios will be accepted starting this year. Starting next year, the current plan of work must be on file with the department in order for the portfolio to be considered. Contact Schoenike by July 1st if submitting a document for promotion.

Tenured Faculty Review Committee – Tamie Koop:
The committee reviews faculty members every five years after receiving tenure. Committee members were identified. Five reviews were conducted using teleconference. All committee work was completed during two weeks in March.

Professional Development Advisory Committee – Merry Klemme:
Two Youth Emphasis teleconferences on the state work teams were facilitated this spring. Two Youth Emphasis teleconferences on scholarship presentations are scheduled for this fall.

Moved by Barb Barker, second by Rene Mehlberg to accept the Standing Committee reports. Motion carried.

Faculty Governance Reports

Faculty Senate Report – Jean Berger, Jeanne Baum:
Ad-hoc committees were formed to address issues, such as health insurance premiums and co-pays. The representation on Faculty Senate was described. Issues brought forward are relevant to all or most departments represented. Issues raised by the department included issues related to the department head role such as the addition of that role into position descriptions, how advisory ballots work and who can vote. Another issue raised was possible faculty input into the membership of the Institutional Review Board. Berger will bring those issues to Faculty Senate.

Systemwide Extension Council – Jean Berger:
Representation on the Council was described. The Council is advisory to the Chancellor. The Council discussed the Engagement and Controversy issue and the wording of Extension’s “tag line.”

Moved by Melanie Miller, second by Merry Klemme to accept the Faculty Governance reports. Motion carried.

Old Business

Department Budget – Pleskac and Vice Chairs:
A letter was sent to the Dean regarding attempts to operate within the budget. All departments are receiving a budget increase. Budgeted funds are distributed on a per capita basis.
New Business

Training for Mentees, Mentors and Department Members
Refer to SRP Committee report for information on the Tenure Orientation Blackboard Course. The Scholarship and Tenure Workshop sponsored by University Committee and the Chancellor is tentatively scheduled for August 24. Suggestions were made to change the date to a different week or different time of year. Berger will bring that concern to Faculty Senate.

Consideration of Emeritus Status for Marino
Susan Marino requested emeritus status. Moved by Chuck Prissel, second by Tom Schmitz to recommend conferral of emeritus status to Susan Marino. Motion carried.

Other new business as allowed by law:
The Dean’s role with Faculty Senate was clarified.

Thanks to Jean Berger for meeting and lunch arrangements.

Moved by Melanie Miller, second by Pam Hobson to adjourn the meeting. Motion carried. Meeting was adjourned.

Respectfully submitted,
Donna Duerst, recording secretary for the Department of Youth Development