The meeting was called to order by Chair Sue Pleskac at 10 am. An Attendance sheet was circulated. Members present included: Annette Bjorkland, Nancy Livingston, Rosanne Schleif, Lori Laberee, Ian Meeker, Doug Stubbe, Cindy LaPorte, Joan Wimme, Tamie Koop, Demetrius Brown, John DeMontmollin, Connie Abert, Barb Barker, Jean Berger, Connie Creighton, Steve Horvath, Dawn Schneider, Judy Kennedy, Jeanne Baum, Kandi O’Neil, Denise Retzleff, Kay Schroeder, Wally Hitt, Marie Witzel, Paula Huff, Rene Melberg, Dawn Kuelz, Jill Jorgenson, Tom Schmitz, Pam Hobson, Deb Ivey, Karen Nelson, Jill Tingeey, Sally Bowers, Alissa Grenawalt, Jessica Jens, Katy Forsythe, Bob Matysik, Chuck Prissel, Marie Ritscher, Karen Sipple, Sharon McDowell, Donna Menart, Kathi Vos, Chuck Cropp, Steve Kinzel, Tim Talen, Matt Calvert, Sue Pleskac and Melanie Miller.

This meeting was posted in compliance with the Open Meetings Law. Melanie Miller was appointed secretary. Rene Melberg was appointed parliamentarian. Lori Laberee and Steve Kinzel certified that a quorum was present and business could be transacted.

Motion by Koop/Retzleff for approval of January 13, 2005 minutes. Motion carried.

Chair Pleskac asked to make a change in the agenda due to the anticipated late arrival of Dean Leholm. Item 11e moved to 12d and items 11-14 moved to the am. Agenda changes were acceptable to the members.

Results of the department elections were announced by Vice Chair Laberee. New department Chair is Tom Schmitz. Newly elected vice chairs are Abert, Kinzel and Brown. Representing the department on the University Committee will be Karen Nelson. New SRP members are Miller, and Sipple. New Research and Publications members are Huff and Jens. Pam Hobson was elected to Faculty Senate and Dan Renzoni will serve on Tenured Faculty Review. A written summary of the election is attached to these minutes. Recommendations from the vice chairs in regards to elections: add bio sheets to the candidates for background info and work to make the on-line voting system more secure.

**Report from the Chair**
Copy of report is attached to these minutes. Highlights included a thank-you to the committee of vice chairs for their work. Sue talked about meetings with the Dean, other department chairs and the Associate Dean regarding TFR, merit and other topics. She highlighted CEAC Strategic planning, work by the Academic Leadership Forum and recognized the department members granted rank change from Instructor to Assistant Professor – Jessica Jens, Alissa Grenawalt, Dawn Schneider and Rene Melberg. Chair Pleskac also reviewed the progress on the Department Strategic Plan.
Standing Committee Reports
The Research and Publications Committee report was presented by Paula Huff. Two papers were reviewed and one was published. The paper was authored by Pam Hobson, Tom Schmitz and Amy Mitchell. Past Departmental Papers are now on the web.

Report from the Professors was presented by Professor Schroeder. One professor portfolio was passed. Congratulations to Melanie Miller, newly promoted professor. The professors made several changes to Appendix J. All references to Vitas have been removed; there were clarifications on the portfolio and Professional Development Plans will be required.

Appendix G was changed by removing the word “full” and added “provide evidence for scholarship”. Changes in “promotion for Professor in section 3C #3 – prerequisites will include 3 years of Plans and reports on July 1 when writing letter of intent to apply for Professor rank – Section #4 regarding the presentation for change in rank – the seminar proposal needs to be approved by the chair of the Professors and if doing a multiple person presentation, candidate must have one hour each of teaching time. Section 5 now delineates the time line for submission and identification of the seminar topic.

The Dean’s Visit
Dean Arlen Leholm joined us at this point. Highlights of his discussion centered around the faculty committee on merit, compression issues, and salary adjustments for changes in rank. He stated that in our responsibility based organization, input from the faculty is important and encouraged us to give feedback He asked us to consider our thoughts about the merger of chancellors for the 2 year campuses and Extension. A discussion ensued. Dean Leholm thanked us for our thoughts and said he would carry our input to his upcoming meetings with the various 2 year campuses and administrators.

The group adjourned for lunch.

Scholarship Presentation
As we reconvened, Denise Retzleff and Nan Baumgartner gave a short presentation on scholarship in portfolios and left us with the thought of “reflection vs. regurgitation”.

Standing Committee Reports, cont.
At this point in the agenda, Professor Schroeder completed the report from the professors.

The SRP committee report was given by chair Gloria Feedback. Congratulations to our Department members who are being promoted to Associate Professor with Tenure are Sharon McDowell and Paula Huff. The Quad counties are requesting someone to help represent them on the SRP committee. The SRP committee wishes to thank Kathi Vos and Kim Reaman for their work on the D2L Tenure course. Connie Creighton has taken over the responsibility this year.
The Tenured Faculty Review Committee circulated the timeline for reviews. Bob Matysik presented the report and explained how the TFR will be the main source of evaluation for the year of review.

Dawn Schneider gave the report from the Professional Development Advisory committee. A copy is attached to these minutes. Highlights included the WISLINE Scholarly presentation, program area conference and Youth Emphasis WISLINES.

Motion by Livingston/Schmitz to accept the standing committee reports. Motion carried.

**Faculty Governance Reports**
The Faculty Senate report was presented by Jean Berger. She highlighted the topics of a shared chancellor, role of faculty, and background on some of the issues Dean Leholm talked about. Berger encouraged others to think about serving on the senate.

University Committee report from Frank Ginther via Berger. The report included information about the Chancellor Search Committee.

Berger also presented the Systemwide Extension Council Report in which she talked about the presentations given by different divisions at SEC. She mentioned the UW-Richland Center Campus and Coop Extension and UW-Fond du Lac and UW-Extension Fond du Lac as examples.

Katy Forsythe reported from the Faculty Tenure Advisory Committee. She talked about a document being drafted which “tips for people writing tenure documents. This will be published in the near future.

Motion by Stubbe/Meeker to accept Faculty Governance reports. Motion carried.

**Old Business**
Jean Berger talked about the symposium held at the Wisconsin Dells.

**New Business**
Changes to appendix K were presented. The changes are attached to these minutes. Motion by Koop/Feuerbach to adopt changes plus the typo error on page 2 – removing the word “full” before professor.
Motion carried.

Motion by Menart/Schmitz to thank Sue Pleskac for serving as Department Chair. Motion carried.

Motion to adjourn Hitt/Koop. Motion carried.

Minutes respectfully submitted,
Melanie Miller