The meeting was called to order by Chair Schmitz at 10:04. Schmitz welcomed the group and extended his appreciation in support of youth development and the Department.


Schmitz noted that proper notice of public meeting was provided through Mary Detra. Lori Laberee agreed to serve as note taker. Frank Ginther agreed to serve as parliamentarian.

Scholarly presentations were given by Laberee, Grenawalt and Borden followed by lunch.

Motion by Miller seconded by Hobson to approve the (Wisline) minutes of the December 8, 2006 Department Meeting. Motion Carried.

Written reports were provided by the Committee of Professors, Research and Publications, Standard Rank and Promotion Committee, Tenured Faculty Review committee as well as our representatives to the University Committee, Faculty Senate, System-wide Extension Council and the 4-H YD Professional Advisory Committee. Those reports are attached to these minutes. Motion by Ginther, seconded by Barker to approve reports as presented. Motion Carried.

Proposed handbook updates were reviewed. Motion by Prissel, seconded by Creighton to approve edits to Appendix I. Motion carried. Motion by Schroeder, seconded by Baum, to approve the recommended changes to Appendix G and J in the Department Handbook. Motion carried. Motion by Baum, seconded by Witzel, to approve the recommended changes in Appendix K. Motion carried.

Website leadership page provides update from chair. Barker complimented Schmitz on continuously updating the information and maintaining a current website. Schmitz thanked the Department for their support and willingness to help with Departmental issues. Schmitz stated, “Faculty rights are not free. They come with responsibility across all levels. Integration means our work must be seen as scholarly academic work. To help communicate our scholarship we must include presentations, papers, etc., not just coordinating activities. Colleagues throughout the college system, administration and stakeholders must learn the value of our work. All areas of scholarship must be addressed and shared across department areas.”
The role of Department in preliminary interviews was discussed. Currently the initial screening is done by Donna Menart. The Program Liaisons had previously been given the responsibility to represent the Department in the review the candidates including Donna Menart, Sue Pleskac and Ruth Schriefer who was tenured in the Department of YD, but is now a Faculty member in Family Development. Do we want to use our time and resources to be involved in preliminary interviews? Is there a formal policy on department and program representation? That needs to be considered. Not a clear policy on who comes to preliminary interviews. Who are the representatives at those interviews? Donna Menart clarified who is represented at the preliminary interview: district director, county department head and program area liaison. Selection of candidates is to assure successful candidates to the Department and to the county appointment. Is their any advantage to having others involved in the hiring process other than those presently involved? Request was made to consider representation at a future meeting. Consider forming a committee to draft language to address issue of representation for the Department of Youth Development.

Karen Nelson provided Article 4 of the Faculty Articles of Governance as a background to voting for Administrative Unit head. Currently, the practice is not generally followed and there is a variety of ways the department head is identified. A committee is being set up to looking into the issue for Faculty Senate. Motion by Nelson seconded by Mehlberg to appoint Sue Pleskac to serve on behalf of the Department of Youth Development on the committee to clarify Article 4 of Faculty Governance. Motion carried. Faculty Senate and University Concerns expressed concerns regarding integration stating we need to seriously consider our faculty status and implications resulting from future plans. Inconsistency in understanding role of department head or responsibility needs to be addressed. Would “Administrative Unit” include state staff? The answer is “yes.” This is an advisory committee to the faculty senate. This is a faculty right. Is the advisory ballot to the district director consistent and communicated back to local offices? Pleskac will take input on concerns.

Karen Nelson reported on proposed changes to leave policies that University Committee must respond to by May 16. Feedback on number 2, leave report, was requested in accordance with the Legislative Audit Bureau regarding leave reports. Do not believe report should be edited by department head. Professional scheduling and leave reporting will be a topic of discussion in the future.

Motion by Mehlberg seconded by Thiry to recommend Merry Klemme for emeritus status. Motion carried.

Academic Staff report by Penny Tank was provided to the department regarding title review and the process for promotion. Please contact Penny for further information. Menart suggested Tank provide the website in Youth Line for fellow colleagues to review.

Schmitz discussed the current document “Process For Granting Faculty Status To Academic Staff Through The Department Of Youth Development”. The document was
reviewed by Ray Schultz, Secretary of the Faculty and he found it to be consistent with University policies and Articles of Faculty Governance. The document was written in 2000 and needs to be updated as the procedure is cumbersome and lengthy. Connie Abert and Penny Tank have recruited Kandi O’Neil and Lori Laberee to review and edit the document for review at the December Department meeting. Others are invited to contact Abert if you would like to participate.

Chair Schmitz provided a document updating the progress on the Department’s Strategic Plan. Members split into workgroups to address specific issues in the plan.

Moved by Kinsel, seconded by Hobson to adjourn at 3:17 pm  Motion carried.
Department of Youth Development  
Committee of Professors  

April 26, 2007

Four people sent letters of intent to submit a portfolio for consideration for promotion to professor in 2007. The Committee of Professors reviewed each candidate’s portfolio and seminar on February 26, 2007. Congratulations to Katy Forsythe, Bob Matysik, Pam Hobson and Rosanne Schleif on their promotion from Associate Professor with tenure to Professor with tenure. The recommendations have been passed on to the Dean and promotion becomes effective July 1, 2007.

The Department of Youth Development handbook sections Appendix G and J, related to promotion to professor and the Committee of Professors, has been reviewed with updates and clarifying information recommended. The recommendations will be reviewed during the Department meeting.

Topics two Professor Sub-committees will be working on in the future include developing a quality professional development plan and demonstrating reflection through a summary of professional contributions and scholarship.

Kathi Vos was elected Chair of the Committee of Professors for 2007-08.

Associate Professors interested in applying for promotion to Professor for 2008 will need to submit a letter of intent by July 1, 2007. The Department of Youth Development handbook, Appendix G and J gives detailed information on requirements a candidate needs to meet, since the person’s last promotion, including the seminar proposal and teaching and the portfolio requirements.

The next meeting will be September 25, 2007 on Wisline.

Respectfully Submitted,

Kay Buelke Schroeder, Chair  
Committee of Professors  
Department of Youth Development
Research and Publications Committee Report
Department of Youth Development
April 2007

Matt Calvert, Chair
Connie Abert
John DeMontmollin
Jessica Jens
Deb Jones
Kevin Palmer
Rosanne Schleif

Two papers have been reviewed so far this year and are undergoing minor revisions. A third has been submitted.

The last submission deadline for consideration this spring was April 9 and papers will be reviewed May 9, 2007.

The committee chair or their designee will submit an article to Youth Line announcing all new Department of Youth Development Publications.

The committee proposes to hold a discussion and advisory vote at the face to face Department of Youth Development meeting on the topic of sharing papers on Department Wislines.

Next year’s committee representation and years of service left in their terms are:

Deb Jones (3)       Connie Abert (1)
Kevin Palmer  (1)   Jessica Jens (1)
Matt Calvert, chair (3)       John de Montmollin (2)
Rosanne Schleif (2)

Respectfully submitted, Matt Calvert, Chair, 2006-7
The members of the 2006-07 SRP Committee included: Melanie Miller, State Staff; Connie Creighton, Central District; Karen Sipple, Western District; Chuck Prissel, Quad Counties; Merry Klemme, Eastern District; Gloria Fauerbach, Northern District and Debra Ivey, Southern District.

The Committee met via teleconference in August for orientation and three times face-to face in October, December, and January to review three Portfolio documents and complete various committee assignments. Congratulations go out to Dawn Schneider, Langlade County; Alissa Grenawaldt, Green County, and Lori Laberee, Sawyer County for their portfolios passing the Department of Youth Development SRP Committee, and an affirmative recommendation to the Dean by the Faculty Tenure Advisory Committee (FTAC).

Upon the recommendation of the Department’s Strategic Planning effort, the committee re-vamped the on-line Tenure Orientation D2L Course, making it a self-tutorial/ resource reference, and provided a face-to-face workshop for non-tenured faculty and their mentors in February. The workshop evaluations reported the workshop as very helpful and informative.

The chair of the 2007-08 SRP Committee will be Deb Ivey. A big “thank you” to the members who serve on this important committee for the time and effort they invest in the work of our Department.

Submitted by,

Chuck Prissel
2006-07 SRP Committee Chair
Tenured Faculty Review Committee Report
Department of Youth Development
April 2007

Tom Schmitz, Chair
Jeanne Baum
Dan Renzoni
Annette Bjorklund

Eight tenured faculty completed the process.

Next year eight Faculty members are scheduled for Tenured Faculty Review, they are:

- Gloria Faureback
- Frank Ginther
- Wally Hitt
- Nancy Livingston
- Karen Nelson
- Dan Renzoni
- Kay Schroeder
- Kathi Vos

If you are schedule for a TFR and are considering submitting for Professor, please contact me.

Chuck Cropp will be replacing Jeanne on the committee beginning July 1, 2007.

Respectfully submitted, Tom Schmitz, Chair
Pay Raises for 2007-2009
The Board of Regents approved a 5.32 percent pay raise for each year of the biennial budget to be borne by GPR funds. Please remember that this percentage could change during the upcoming legislative session.

Administrative Reduction Plan
Chancellor Wilson shared the recommendation put forth by President Kevin Reilly, for the UW System 2007-2009 Administrative Reduction Plan as required by Governor Doyle. The UW System has been asked to prepare for a 10 percent reduction. The proposal that was submitted identifies cost savings and revenue enhancement opportunities that it is currently unable to take advantage of including, but not limited to, purchasing through higher education consortia, managing its phone service, investing and retaining interest on its funds, and retaining income from purchasing and travel card rebates. An alternative plan has been developed in case the Department of Administration does not accept the proposed plan.

Library Access
Work is progressing to ensure UW-Extension colleagues will have access to all the libraries on the UW-Madison campus. The group discussed the need for access at the 2 year and 4 year campuses as well. Steenbock Library is sending information out to all faculty and academic staff in CE about electronic access.

UWS 7
UWS 7 addresses dismissal of faculty in special cases specifically serious criminal misconduct. As related to UWS 7 “serious criminal misconduct” means pleading guilty or no contest to, being convicted of a felony, in state or federal court along with a number of other conditions. UWS 7 was approved by the Board of Regents and has been forwarded to the Legislature for their approval.

Adult Student Initiative
Chancellor Wilson provided information on the Adult Student Initiative that is being submitted to the legislature for funding. The purpose of this initiative is to provide the underserved and place-bound adult population of Wisconsin with multiple, accessible and convenient ways for starting, pursuing, and completing association and baccalaureate degrees from UW-System institutions.

Joint Governance Work Group
Chancellor Wilson has asked for an exploration of a potential for a Joint Governance Model for UW Colleges and UW-Extension. A committee has been comprised of representatives from these two organizations. Faculty Senate elected Lee Cunningham
and Greg Wiese to this work group. Rob Burke, Chair of the UW-Extension University Committee will also serve on this work group.

**CEAC, CNRED and Western District discussion on CRD program coverage in Western District:** An issue was raised at the December faculty senate meeting that this concept promoted regionalization. The two papers were distributed in preparation for this discussion. According to the author, no one in the district would ever promote regionalization. What makes coop ext so strong is the local county presence. A goal was to stimulate discussion. There was a concern that the big issue is that we need to be open about communication. There should be a concern about providing the coverage to your neighbor without cost and a lack of governance input in this issue. Basically there are two issues on the table: 1) communication. 2) the ideal of having all four program areas represented in every county providing maximum access. There also seems to be less communication coming from CEAC, perhaps since academic dept chairs were added. We may have added one communication link but closed another. Burke added that he and Marv will work together on the communication issue.

**Article 4:** Burke was approached by some who have concern that practice is out of line with policy when it comes to selection of county dept heads. According to art 4, Administrative Unit Chair must be faculty. It may also be possible to have in county two positions. Policy about administrative unit does not use term “dept. head.” There was also a concern that the county also has expectations and wants to have a say in this. **Motion made to form a comm. to look at article 4 and structure the comm. to include 7 faculty one from each dept, 1 admin from coop, 1 admin from GEA, and as soon as committee has developed recommendation to share with academic staff and the county partner and seek their input.** Motion carried.

**Update on scholarship:** The purpose of the doc is to explain the role of faculty to county partners and interested parties. Motion was made to accept document with suggested changes; and to forward doc to academic depts. with recommendation to gather and keep current examples of scholarship; Motion carried.

**UPG 15:**
This policy deals with title progression for academic staff. Question whether matter of faculty concern over proposed change on title progression committee from a faculty member to “program or service-unit representative. **Motion to approve the revision as long as it doesn’t exclude faculty; Motion carried.**

**LAB Sick Leave Report:**
The UW System Fringe Benefits Advisory Committee has developed a set of recommendations in formal response to the LAB (Legislative Audit Bureau) Audit on Leave Reporting. They include administrative and policy changes. The University Committee looked at the recommended policy changes and expressed concerns. The University Committee will forward information to all Senators to develop a response to return to President Reilly by May 16, 2007.

**Shared Governance Guidelines:**
Upon the completion of UWS 7, Board of Regent members and President Reilly asked the Faculty Representatives group to identify a body of faculty members and procedures when the Board of Regents need to discuss personnel, program and budget policy development that by Wisconsin Statute Chapter 36 involves faculty consultation. An initial document has been drafted and a small work group has been formed and directed to put in writing a formal response to the content to be presented to the Faculty Representative group in May. One concern is that this body and the procedures it follows not take the place of shared governance between the Board of Regents, UW System and all the governance groups and that it remain advisory only as a starting point on appropriate discussion items.

**Shared Vision:**
University Committee members and Academic Department Chairs met to provide input to the Shared Visioning Themes presented by Chancellor Wilson on January 8, 2007. Comments and suggestions were summarized and forwarded to Chancellor Wilson.
Systemwide Extension Council (SEC) Report
Department of Youth Development Meeting – April 26, 2007
Submitted by: Pam Hobson

Topics discussed or introduced at the Systemwide Extension Council at the December 2006 & March 2007 meetings:

Outreach Scholarship Conference – Wisconsin will be hosting in 2007 and council members were encouraged to help at the conference and submit proposals.

Chancellor/Vice Chancellor Reports and Updates – Marv Van Kekerix, Provost & Vice Chancellor, UW-Extension, presented reports and updates centered on the integration of the two institutions. For complete written reports check Chancellor Wilson’s monthly correspondence on e-mail.

Collaborations Update – Van Kekerix gave an update on collaborations beginning and continuing between UW-Collages and UW-Extension. There was a discussion of mechanisms that could be used to promote collaborations. Possibilities included: QEI; I.D.E.A.S.; Leadership Programs/Leadership Academy; sharing “tools” that work like the 360 peer evaluation used by Coop; etc.

Diversity Training - Vallerie Maurice, Director Workforce Equity, and Diversity, UW-Colleges/UW-Extension gave an update on the future trainings that are being offered jointly for both institutions.

Class Matters – Corliss Olson, School for Workers discussed a program that would be offered via satellite at some of the campuses on Monday, April 16th. It is being sponsored by the Status for Women Committee.
Mission: Identify, forecast and address the professional development needs of 4-H Youth Development faculty and staff, creating and providing opportunities to share, network and learn.

Committee Members:
Dawn Schneider, (2007)    Donna Menart, Chair
*Members serve a 3 year renewable term, selected based on the mission of the committee and represent our colleagues statewide. One individual is elected for a 3 year term by the Department of Youth Development to represent them.

Committee Membership:
PDAC has existed for about 10 years and is a partnership between the 4-H Youth Development Program area and the Department of Youth Development. Donna Menart continues her role of committee chair for PDAC.

Youth Emphasis Wisline Series:
This year we decided to focus on individual “hot topics” once again for the Youth Emphasis Wisline Series. Our goal was for the information to be integrated into ongoing programming. There were four Wislines in this series this year:
- January 4th – The Teen Brain: A Work in Progress with Dianne Weber
- February 1st – Accommodating People with Disabilities with Christine Curley
- March 1st – Volunteer Educational Competencies with Sue Pleskac
- April 5th – Learning to Lead – an overview of Leadership Programs with a variety of Leadership Program Participants presenting, including Tom Schmitz, Kandi O’Neil, Joan Wimme, Annette Bjorklund, Chuck Prissel, and Betty Wingerter.

- There is continuous access to all of these Wislines through streaming audio. The web address for these is – [http://www.uwex.edu/ics/stream/ces/yes/](http://www.uwex.edu/ics/stream/ces/yes/)

Department Request for Tip Sheet:
- The Department of Youth Development identified a series of issues during the strategic planning process. PDAC was identified as being responsible for the issue, “How can the Department encourage youth development professionals to continue to grow and develop as professionals?” One suggested strategy was to continue to offer high quality Youth Emphasis Wislines with handouts that can be accessed on an annual basis. The second suggested strategy was to create a tip sheet for newer colleagues for how to carve out time for professional development.

A sub-committee of Donna, Dawn, Annette, and John will work on this. The tip sheet/guide will tentatively cover the following topics: What is professional development? Why is professional development so important? What are different types of professional development and how can you tell if it’s a credible source?
How do you develop your professional development plan? What are strategies for finding time for professional development? What resources (funding, people…) are available to help with professional development? The tip sheet/guide will tentatively be ready by October, 2007.

Other:

- PDAC has looked into the possibility of a more formal needs assessment of faculty and staff. This formal assessment will tentatively take place in 2008 and will help to guide future Youth Emphasis Wisline series and other professional development opportunities.

- Besides the development of the Tip Sheets, PDAC is looking at other ways to encourage colleagues to share Professional Development Opportunities, both within and outside of Extension. The feeling is that the sharing needs to be ongoing and across program areas. As a first step, Donna has coordinated with the District Representatives to post the professional development offerings on the web site so colleagues can attend other district meetings if something is offered there that is not in their district.

Submitted by:
Dawn Schneider
Department of Youth Development Representative
Professional Development Advisory Committee