The meeting was called to order by Department Chair Sue Pleskac at 10:00 a.m. The meeting was posted in compliance with the Wisconsin Open Meetings Law. Donna Duerst was appointed recording secretary and Frank Ginther was appointed Parliamentarian.


A quorum of 48 department members was certified.

Moved by Tom Schmitz, second by Denise Retzleff to approve the minutes of the December 11, 2002 meeting. Motion carried.

**Department Elections** – Annette Bjorklund:
The election was changed to an electronic format this year. Congratulations to all those elected. New terms begin July 1st. Sue Pleskac will continue as Department Chair. Election for Systemwide Extension Council was conducted at this meeting.

**Report by the Chair** – Sue Pleskac:
Correspondence was received from Tom Schmitz complimenting colleagues for their work on the Standards, Rank and Promotion Committee.

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 issues common to all areas.
2. Academic Leadership Standing Committee – advisory to the Dean. Currently discussing hiring policies, the Department of Community Resource Development compensation proposal, and faculty/academic staff relationships.
3. Committee of four academic department chairs – meets quarterly to discuss common issues and concerns.
4. Search and Screen Committee for Dean and Director position
5. Multicultural scholarship grant – visit to Prairie View, Texas where primary audience is low income, culturally diverse families.
Progress on the Strategic Planning Identified Issues was reviewed. Sue Pleskac has been in contact with Greg Hutchins and District Directors regarding staffing, hiring and compensation. Most department communication has been transitioned to electronic format including the mentoring training. Department committee agendas and minutes can now be posted on the department website. Melanie Miller distributed a pop quiz on faculty rights and responsibilities.

The Department of Community Resource Development’s proposal on compensation was distributed.

Standing Committee Reports

Research and Publications Committee – Deb Ivey:
A written report was submitted. Committee members were identified. The committee meets five times per year. Seven papers were reviewed. Alternative means for submitting publications are being explored. Ten papers are currently available electronically on the department website. The mechanics of entering other papers on the website were discussed.

Standards, Rank and Promotion Committee – Barb Barker:
Committee members continuing, leaving and coming onto the committee were identified. Congratulations were extended to Connie Abert and Gloria Fauerbach for promotion to Associate Professor with Tenure. The committee reviewed five documents and conducted two mini-portfolio reviews. Revisions to Appendix C were proposed and the mini-portfolio guidelines were updated. A blackboard course for tenure orientation is being developed and should be ready in October. An e-mail survey regarding the need for tenure orientation prior to this fall has been posted.

Committee of Professors – Sally Schoenike:
The committee consists of all full professors. One portfolio was reviewed but that candidate left. Revised guidelines for promotion to full professor are posted on the department website. Contact Sally Schoenike by July 1st if submitting a document for promotion.

Tenured Faculty Review Committee – Kim Reaman:
The committee reviews faculty members every five years after receiving tenure. Committee members were identified. Seven reviews were conducted using teleconference. All committee work was completed in two weeks. The committee uses the same scholarship criteria as tenure document reviews. Appendix I in Unclassified Personnel Guidelines 12 is being updated.

Professional Development Advisory Committee – Merry Klemme:
Committee members were identified. Four Youth Emphasis teleconferences were facilitated. Committee members worked on the Shared Leadership Conference. District surveys of professional development needs were conducted. Evaluations of Youth Emphasis teleconferences need to be returned.

Moved by Frank Ginther, second by Barb Becker to accept the standing committee reports. Motion carried.
A presentation and discussion, “Assessing Scholarship” was facilitated by Denise Retzleff and Fariba Pendleton. The presentation included a program example prepared by Karen Nelson. The powerpoint will be placed on the department website.

**Faculty Governance Reports**

**Faculty Senate** – Bob Matysik, Kim Reaman, Kristin Wegner:
Most recent discussions have focused on the budget. Committees were described. Tenure Faculty Review Ad Hoc Committee is working on changing focus to scholarship. Scholarship Ad Hoc Committee has been working on two tracks for the Scholarship Conference.

**University Committee** – Frank Ginther:
Pay plan guidelines were accepted. Budget discussions have been taking place. Unclassified Personnel Guidelines (UPG) revisions were reviewed.

**Systemwide Extension Council** – Sue Pleskac:
Jean Berger was elected to represent the department. The Chancellor’s report is on his website. Katherine Lyall will be doing an overall evaluation of the university system.

**Old Business**

**Mentoring Ad Hoc Committee** – Marie Lee, Sue Pleskac:
Committee members were identified. About 35 department members participated in the grant-funded mentoring program, which was taught electronically via Wisline Web. Reactions to the use of that format were very positive. Thanks to all who assisted in developing that program, which is now on the department website. The committee will review the evaluations.

**Department Budget** – Sue Pleskac and Vice Chairs:
A letter was sent to the Dean regarding attempts to work within the budget. A copy of that letter will be forwarded to all department members via e-mail. Discussion was held regarding the use of funds for chair expenses to meet the budget. Department budgets are based on the number of faculty members in the department. Vice Chairs will continue to discuss the budget.

**Search and Screen for Dean and Director** – Denise Retzleff:
Denise reported a very positive experience on this committee. Interviews and presentations were completed in early April. The use of streaming video was very effective. The timeline remains July 1st as the start date for the new Dean and Director.

**New Business**

**Staffing and Budget Update** – Greg Hutchins (via Polycom unit):
Nothing is final with the state budget but it appears the university budget will not be dramatically different from the Governor’s proposal. The 4-H Youth Development state office has had a loss of .25 FTE in the current fiscal year. No significant additional cuts are currently anticipated.
State office staffing: 2.25 FTE positions will be vacant by July. County staff survey data on state office functions were reviewed by an ad hoc committee. A plan will be developed and shared with the Dean’s office for approval. The Youth Development Specialist position will be reposted for 1 FTE. Areas ranking highly in the county staff survey that will be supported by the state office include 4-H Arts programs, volunteer and youth leadership, and district liaison support.

Greg is planning to draft a letter to county 4-H leaders associations regarding a state program update and will send an e-mail asking for identification of county association presidents.

Handbook and Appendix Changes – Melanie Miller:
Deb Ivey led discussion on changes to Appendix A – VI. Publication of Department Papers and IV. Procedure for Publication. Moved by Kathi Vos, second by Chuck Prissel to accept the changes to Appendix A as recommended by the Research and Publications Committee. Change in VI. E. “The Staff Assistant” to “The Program Assistant” accepted by Vos and Prissel as a friendly amendment to the motion. Motion with friendly amendment carried.

Appendix C – I. Criteria for Appointment: moved by Mary Thiry, second by Renzoni to strike current language in Appendix C and replace it with the following language:

**Required Qualifications:**
Master's degree with course work in educational principles, curriculum development, program evaluation and/or the cognitive and social development of youth and adults.

**Preferred Qualifications:**
Master’s degree with content expertise in a related field such as youth development, human behavior, education or other related behavioral sciences

Question was called; motion carried.

Barb Barker led discussion on changes to Appendix C – IV. Criteria and Guidelines for Promotion. Information on mini-portfolios was moved to a new appendix. Moved by Kim Reaman, second by Mary Thiry to accept the changes to Appendix C as recommended by the Standards, Rank and Promotion Committee. Change in 4.d. “If a write of a letter” to “If a writer of a letter” and change in 4.k. “forwards to letters of recommendation” to “forwards letters of recommendation” accepted by Reaman and Thiry as friendly amendments to the motion.

Moved by Barb Barker, second by Tom Schmitz to amend the motion to add to 4.g. (after the 2nd sentence): “Committee members may abstain from voting if they have a direct, personal interest or benefit in the vote. Personal interest or benefit must be unique to the person and not other committee members. The abstention is not recorded as a vote; therefore is not an affirmative or negative vote.” Moved by Melanie Miller, second by Fariba Pendleton to table the amendment. Motion carried.

Main motion to accept the changes to Appendix C as recommended by the Standards, Rank and Promotion Committee with friendly amendments carried.
Sally Schoenike led discussion on changes to Appendix C – Guidelines for Promotion to Professor. Moved by Sally Schoenike, second by Kristin Wegner to accept the changes to Appendix C as recommended by the Committee of Professors. Request to make format changes to follow the rest of the appendix accepted by Schoenike and Wegner as a friendly amendment to the motion. Moved by Deb Moellendorf, second by Myrna Rhinehart to amend the motion to include changing “ETN” to “audioconferencing or other technological methods”. Motion carried. Main motion to accept the changes to Appendix C as recommended by the Committee of Professors with friendly amendment carried.

Moved by Melanie Miller, second by Barb Becker to give the department chair the latitude to renumber and reorder appendices as appropriate. Motion carried

Barb Barker led the first reading of the new appendix on mini-portfolios. Vote will take place at the next department meeting.

Consideration of Emeritus Status for Kustka and Herrmann:
Sue Pleskac described the benefits of emeritus status. Moved by Mary Thiry, second by Fariba Pendleton to recommend conferral of emeritus status to Linda Kustka and Bonnie Herrmann. Motion carried.

Other new business as allowed by law:
Department members should review the Department of Community Resource Development’s proposal on compensation and forward feedback to Frank Ginther. The Vice Chairs will also discuss this proposal. Frank Ginther represented the department on the Search and Screen Committee for the Assistant Vice Chancellor and reported a very positive experience. Fariba Pendleton requested a discussion of the value of academic staff be placed on the agenda for the next department meeting.

Thanks to Jean Berger for meeting and lunch arrangements.

Moved by Barb Becker, second by Mary Thiry to adjourn the meeting. Motion carried. Meeting was adjourned.

Respectfully submitted,

Donna Duerst, recording secretary for the Department of Youth Development