



Department of Family Development  
Ad Hoc Mentoring Committee Minutes  
Via Teleconference

**January 2, 2008**  
**10:30 a.m.-12:00 p.m.**

1. **Call to Order** – Karen Dickrell called the meeting to order at 10:33 am.
2. **Welcome/Introductions** – Present: Marma McIntee, Peggy Nordgren, Jane Schaaf, Mary Geissler, Shelley Tidemann, Karen Dickrell, Nancy Brooks
3. **Certification of Wisconsin Open Meetings Laws** – Chair Dickrell indicated that the meeting was posted by Mary Detra.
4. **Review and Approval of November 20, 2007 Minutes** – Motion by Jane S., second by Mary G. to approve the minutes of the November 20 meeting. Motion approved.
5. **Additions to Agenda** (discussion items only) – None.
6. **Review of Committee Ground Rules** – No changes.
7. **Review of Committee Charge** – Karen D. reviewed the charge to the committee.
8. **Correspondence** – None
9. **Department Document Review Committee Update** – Peggy N. reported that the next meeting is January 11 and the committee will be going over more of the documents that were not complete. Should have all main parts of the by-laws at that time and will coordinate parts and determine how it will be presented to the department.
10. **Review of draft Department Appendix B.1. and B.2** – Michelle T., Marma M. and Karen D. met in Fond du Lac to update Appendix B.1. and B.2. Shared draft revision and pointed out changes and rationale. Discussed the need to look at peer review for all faculty not just probationary faculty. Peggy N. will review this with the documents committee and how to handle this. Do we want to put Appendix B into Appendix H or keep them independent? We will submit as is but have the documents committee make a decision. Minor changes were made to the draft document.

Discussion continued: Do we need to develop another section on peer review? This is something that the entire department needs to address due to the continuing nature of peer review for all faculty not only probationary faculty.

Motion by Marma M., second Shelley T. to submit the newly revised Appendix B with the changes discussed today to the documents committee. Motion approved. Shelley will make changes and send out to everyone for a final review. Send any further suggestions to Karen D. by Jan. 8 so she can send final copy to documents committee.

11. **Update on Opportunities for Mentoring Teams to Partner with Family Living State Liaisons, Proposed materials to be shared with new hires.** –Marma M. found Family Living Agent Orientation Handbook that she received from Ann Keim ten years ago. She'll share it with the group at next opportunity. Any additional comments on the documents should be sent to Nancy B.
12. **May State Meeting Conference Opportunity** – Nancy B., Mary G., Marma M. haven't met yet.

13. **Discussion of the Next Steps and Responsible Parties**

The sub committee to develop the three year training curriculum will be meeting Friday, January 4 and includes Marma M. Jane S., and Karen D. Need a subcommittee to work on revisions of the handbook. – Nancy B., Jane S., Mary G. volunteered.

14. **Next Meeting Date** - March 3, 2008, 3-4:30pm via wisline.

15. **Any Other Business** (for discussion only) None.

16. **Adjournment** Shelley T. moved, Peggy N. second to adjourn. Motion approved. Meeting adjourned at 11:57am.

Respectfully submitted,



Marma Jean McIntee, Secretary  
Ad Hoc Mentoring Committee, 2007-08