

Approved 2/29/08

**Ad Hoc Documents Committee Meeting**  
**Department of Family Development**  
**Friday, January 11, 2008**  
**WisLine**

**Present:** Kathy Eisenmann, Peggy Nordgren, Jackie Carattini, Bev Doll, Jane Jensen, Michelle Tidemann, Linda Olson, Chris Kniep, Donna Doll-Yogerst

**Absent:** Judy Knudsen, Janay Ziebell (on leave), Nancy Crevier (taping)

**Call to order** - Meeting was called to order by Peggy Nordgren at 9:05 a.m.

- I. **Welcome and Introductions** – Nordgren welcomed everyone to the meeting.
- II. **Certification of Wisconsin Open Meeting Law compliance** - Nordgren certified the meeting was in compliance with Open Meeting Law by indicating it was posted through Mary Detra's office as required by Open Meeting Law Section 19.84 of the Wisconsin State Statutes.
- III. Because there was no quorum at the beginning of the meeting, minutes were not approved until the end of the meeting.
- IV. **Review bylaw revisions**
  - A. Did not review bylaw section on Standards, Rank and Promotion Committee or Research and Studies.
  - B. Reviewed other sections of bylaws
    1. Changed language in 2.10 because only the department chair has authority to post items on the department's web site.
    2. Added (b) to 2.12(2) to complete outline – "Election results shall be give to the Department Chair before March 1 because Department's recommendation for chair needs to be given to the Dean by March 1."
    3. Add to 3.01, 3.02 and 3.03 that faculty senators, university committee member and faculty tenure advisory committee representatives must report to the Committee of Professors, also.
    4. Eisenmann had redone 4.0 and emailed it to all committee members.
  - C. Issues
    1. Committee needs to make sure all scholarship is the same throughout the bylaws and appendices.
    2. Also discussion of criteria for tenure, faculty tenure review and promotion to professor should be similar but perhaps more specific or at a higher level through career steps.

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3. Should we allow all department members to serve on more than one standing committee?
  4. We need to leave criteria for membership the same for all standing committees. Will leave Research and Studies as is.
- V. **Review appendices revisions** – Did not review Appendices D1, D2, D3, F1, F2
- A. Reviewed appendices G1 and G2 for tenured faculty review. Tidemann will check out consistent language for scholarship and the review. Remediation Responsibility (7) language was changed.
  - B. Reviewed Appendix B1. B2 eliminated.
- VI. Remembrance – not addressed at this meeting.
- VII. **Next Steps** – Because of the May 1 department meeting date and 30 day notice for department members when changing bylaws, the bylaws have to be approved for recommendation to the full department at February 29 meeting. Appendices can be approved for recommendation to the full department at our April 11 meeting.
- VIII. **Assign New Tasks** – committees still working and section to be reviewed at next meeting.
- A. Research and Studies and Standards, Rank and Promotion Committee will get any changes to Nordgren before February 29 meeting. Any other bylaw changes have the same deadline.
  - B. If there are any more appendices changes, those can be sent to Nordgren also.
- Since a quorum had been reached by the end of the meeting, motion was made by Tidemann, second by Eisenmann to approve minutes of the November meeting. Motion carried.**
- IX. **Set Meeting Dates** – Next meeting dates are February 29, 2008-am and April 11, 2008-am.
- X. Meeting was adjourned 11:10 am.

Submitted by Peggy Nordgren, chair

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## Department of Family Development Organizational Chart

