

**Department of Family Development
Standard, Rank and Promotion Committee
Minutes of February 10, 2006
11: 00 AM-12:30 PM (via Wisline)**

1. Call to Order

Chairperson Rita Straub called the meeting to order via Wisline at 11:03 AM.

2. Certification of Wisconsin Open Meeting Law

Chairperson Straub reported that the meeting notice and agenda were posted in compliance with the requirements of the Wisconsin Open Meeting Law, Section 19.84 of the Wisconsin State Statutes. Posted by Mary Detra on February 1, 2006.

3. Adoption of the Agenda

Motion by Sue Nagelkerk to adopt the agenda as posted. Seconded by Gail Peavey. Motion carried.

4. Roll Call-Nan Baumgartner

Members present: Nan Baumgartner, Marma McIntee, Sue Nagelkerk, Gail Peavey, Rita Straub and Dianne Weber.

Excused: Kathy Metzenbauer (taping)

5. Approval of Minutes from January 10, 2006 Wisline Open Meeting

Motion by Weber to approve the minutes as distributed via e-mail. Nagelkerk seconded. Motion carried.

6. Old Business

- **By-law change recommendation Appendix C.3 of Standards, Rank & Promotion Committee 2.09.**

Motion by McIntee, seconded by Nagelkerk that the Department of Family Development Chair includes the SRP letter along with her letter of recommendation to the Dean, as a candidate's portfolio moves through the promotion process.

- **Template for cover portfolio**

Discussion ensued regarding the need for a cover template. It was agreed that we do not need to create a template for the cover portfolio. Candidates mentor team should be guiding the candidate in this regard.

- **Suggestions for reviewing portfolios (Discussion notes on Principles to Guide Review Process from May 3, 2002. (attachment)**

Supporting pieces in each portfolio need to clearly reflect the candidate's work. It was the consensus of committee that the mentor team needs to help the mentee to provide supporting pieces which are a strong reflection of their work and contribution.

Terminology on the supporting piece needs to clearly identify the role of the candidate. (i.e. created, edited, modified, developed, etc.)

- **Other suggestions or thoughts**

The SRP committee will adopt the review format used for the January portfolio review as a guide for doing future portfolio reviews. This is a document for internal use. McIntee will send the format to each member. The secretary will attach a copy to the minutes.

At the June meeting a more thorough review of the Stoutenborough document on "Principles to Guide Portfolio Process" dated May 3, 2002 will be discussed. Committee members should review the document and make notes prior to the meeting.

7. New Business

- **Preparation for April 6th meeting with Department of Youth Development**

It is Rita's understanding that the department chairs of both Family Development and Youth Development will be taking the lead on formulating the agenda for the April 6th meeting. Rita will connect with Donna for clarification regarding the expectations of the SRP committee for this meeting, if any.

There was a discussion regarding the Ray Schultz request for the three Faculty Tenure Workshop panels. We have been asked to have representation from the SRP committee of the Department of Family Development for this panel. The entire panel will have about 30 minutes to share the unique perspective from their academic department. After a lengthy discussion the committee agreed that this process may be too confusing and overwhelming to attendees and that this discussion belongs more appropriately at the individual department level. On the other hand, the SRP committee also believes the FTAC panel definitely needs to be a part of this workshop.

- **Transfer of materials from Chair to Vice Chair for remainder of term**

Due to her retirement Chair Straub is unable to complete her term. She will be transferring the SRP materials to incoming Chair McIntee at the February 15th joint district meeting.

8. Other Business

No other official business.

The committee thanks Rita for the wonderful job she has done as Chair of SRP and we wish her well in her retirement. Rita will be sharing her home email and address with us.

9. Next meeting date-Tuesday, June 20, 2006

Chair Straub reminded committee members of the next meeting on Tuesday June 20, 2006. Also attending this meeting will be a member from the Faculty Tenure Advisory Committee & Dept. Chair Donna Doll-Yogerst.

Time: 10:30 AM - 2 or 3PM.

Location: UWEX, 212 River Drive, Room 3. Wausau, Wisconsin

10. Adjourn

Moved by Nagelkerk to adjourn at 12:05 pm. Seconded by Peavey. Motion carried.

Respectfully submitted,

Nan A. Baumgartner
SRP Secretary 05-06