

Approved 11/06/07

**Ad Hoc Documents Committee Meeting**  
**Department of Family Development**  
**Monday, February 26, 2007**  
**WisLine**

Present: Jackie Carattini, Nancy Crevier, Bev Doll, Kathy Eisenmann, Jane Jensen, Chris Kniep, Peggy Nordgren, Linda Olson, Michelle Tidemann, Janay Ziebell

Absent: Angela Flickinger (on medical leave), Judy Knudsen

**Call to order** - Meeting was called to order by Peggy Nordgren at 1:30 p.m.

I. **Welcome and Introductions** – Nordgren acted as temporary chair for the new committee. Everyone introduced themselves and stated what part of the department they were representing.

II. **Certification of Wisconsin Open Meeting Law compliance** - Peggy 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. **Purpose of Committee/Committee Tasks** – Nordgren stated the task given to committee from the department chair was to review department's bylaws and appendices to keep them up-to-date. She also read from Robert's Rules of Order concerning the purpose of bylaws was "defines the primary characteristics of the organization..... prescribes how the society functions;.....and ...includes all rules that the society considers so important that they cannot be changed without previous notice to the members and the vote of a specified large majority.....and cannot be suspended..."

Eisenmann stated she felt there should be a broader purpose considering all the changes the organization was going through. Should there be some type of strategic planning?

IV. **Issues Pertaining to Our Documents**

- Tenured Faculty Review Committee is looking at overall rating scale for the review; making it similar to other departments. Also looking at what the criteria is for making the recommendation for meritorious service.
- Needs to review criteria for initial rank in the department and later changes in rank. How do we compare to other departments and institutional guidelines?
- Need to strength our ability to developing and produce quality portfolios according to institutional guidelines?
- The bylaws and appendices have to be in tune with each other.

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- Do we need a more formal process within our department to give advice to our department chair; a more formal leadership group?
- The bylaws and other information on the department's web site are confusing.
- Is the language pertaining to rank changes complete and consistent with institutional guidelines?
- Verbiage should be consistent within documents.
- Need to have the right language for backup and limited term employees in the documents. (Professor Committee is working on this issue.)
- Need to make clarification in the documents so they are more user friendly and easier to read.
- Need to address the issue that we can't get department members to take position in the department as part of their faculty roles.
- Need to clarify who we are as a department. What does it mean to be a faculty member? Career vs. job? Involvement vs. apathy?
- Need for detail in document.

V. **Strategy for Reviewing Documents** – committee decided to look at other department documents and institutional documents in light of the point listed above. At the next meeting, committee will discuss what was learned and then develop strategies for reviewing department documents.

VI. **Assignment** – look at documents. All other department documents can be accessed from the Secretary of the Faculty's web page - [www.uwex.edu/secretary/](http://www.uwex.edu/secretary/) under "UWEX academic department and related web sites." To get the institutional documents, click on "Employee Policies" on the same web page, and then click on "Faculty Articles of Governance." All the articles and the appendices pertain to our documents.

VII. **Elect Chair** – motion made by Carattini, second by Tidemann to nominate Nordgren for chair of the Ad Hoc Documents Committee. Motion carried.

VIII. **Set Meeting Date** – the next two meetings will be via WisLine April 26 from 12:30-2:30 pm and June 11 from 2:00-4:00 pm.

IX. **Adjourned** at 3:30 pm.

Submitted by Peggy Nordgren, chair

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