

DRAFT



Department of Family Development
Ad Hoc Mentoring Committee Minutes
Via Teleconference

March 3, 2008
3:00 –4:30 p.m.

1. **Call to Order** – Karen Dickrell called the meeting to order at 3:04pm.
2. **Welcome/Introductions** – Present: Marma McIntee, Peggy Nordgren, Jane Schaaf, Mary Geissler, Shelley Tidemann, Karen Dickrell, Nancy Brooks and Donna Doll-Yogerst
3. **Certification of Wisconsin Open Meetings Laws** – Chair Dickrell indicated that the meeting was posted by Mary Detra in Madison.
4. **Review and Approval of January 2, 2008 Minutes** – Motion by Jane S, second by Mary G. to approve the minutes of the January 2 meeting. Motion approved.
5. **Additions to Agenda** (discussion items only) – None.
6. **Correspondence** –To Karen D. from Donna Doll Yogerst regarding understanding of the value of plans of work and the need for and procedures for updating when local situation changes the direction of the plan of work. Discussion: understanding of need for annual and multi-year plan of work and difference between accomplishment reports and success stories. Committee referred to updates of Appendix H that went to documents committee. May be confusion around 1) leaving the plan of work intact and addressing changes in the accomplishment reports and/or success stories with an updated POW the following year, or 2) changing the POW midyear to reflect local changes in need, etc. Consensus by committee to recommend the first alternative.
7. **Department Document Review Committee Recommendations/ Update** – Peggy N. reported that the Document Review Committee approved all by-law changes and they will be sent out 30 days before the Department meeting, but appendices will be discussed in April and sent out 10 days before the Department meeting. It will be a important for Department members to review the original document and changed document side by side.
8. **Department Meeting** -- Proposal for afternoon workshop – Karen D. shared outline for workshop.
9. **Mentoring Handbook** –Review proposed update and made minor suggestions for changes. Jane S. will send out again.
10. **Critical Elements of Workshops we offer: "Weaving Scholarship in All We Do."** – Karen D. reviewed original potential topics. It was suggested that the committee may want to wait until we see what the revised tenure orientation workshops will cover in the spring. Then the Department might want to supplement with quarterly wislines rather than having annual face to face meetings.

11. Update DFD webpage Options/Mentoring Shared leadership for FLP Faculty-Program Area/Academic Department/Association. Last updated April 2002.
<http://www.uwex.edu/ces/flp/department/documents/mentor.pdf>
Agenda item tabled until the by-laws revisions are voted on and passed.

12. Discussion of the Next Steps and Responsible Parties

- Documents committee will continue
- March 17 meeting by teleconference to complete May Department training
- Approve mentor handbook changes
- Review recommendations for training – “Weaving Scholarship in All We Do”

13. Next Meeting Date – Breakfast meeting at JCEP conference, April 2, 2008, 7:15am

14. Adjournment at 4:34 pm.

Respectfully submitted,



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

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