

**APPROVED**  
**Department of Family Development**  
**WisLine Meeting**  
**Monday, March 30, 2009**  
**1:00 am – 3:00 pm**

***MINUTES***

1. **Call to order**

Meeting was **called to order** by Donna Doll-Yogerst, Department Chair at 1:02 p.m.

2. **Certification of Wisconsin Open Meeting Law compliance**

Secretary Peggy Nordgren **certified** the meeting was in compliance with **Open Meeting Law** by indicating it was sent to Mary Detra for posting as required by Open Meeting Law Section 19.84 of the Wisconsin State Statutes.

3. **Additions to and Adoption of agenda**

**Motion by Bruce, second by Kooiker to adopt the agenda as printed. Motion carried.**

4. **Introductions**

Parliamentarian –Edie Felts-Podoll

Welcome New Educators – Julie Simek, Clark County, Extension Associate

5. **Roll call was taken by Nordgren.**

Present

Beverlee Baker, Nan Baumgartner, Linda Bruce, Jennifer Caravella, Nancy Crevier, Karen Dickrell, Donna Doll-Yogerst, Karen Ehle-Traastad, Kathleen Eisenmann, Edith Felts-Podoll, Angela Flickinger, Mary Geissler, Mary Gruenewald, Linda Heppner, Patti Herman, Kathleen Hetzel, Cynthia Jacoby, Jane Jensen, Karen Joos, Julie Keown-Bomar, Christine Kniep, Judith Knudsen, Marilyn Kooiker, Joan LeFebvre, Faye Malek, Trinke McNurlin, Mary Meehan-Strub, Kathleen Metzenbauer, Luane Meyer, Bridget Mouchon, Susan Nagelkerk, Peggy Nordgren, Mary Novak, Gail Peavey, Jane Schaaf, Molly Spaulding, Joan Sprain, Nancy Stoutenborough-Brooks, Michelle Tidemann, Dianne Weber, Jenny Wehmeier, Lori Zierl, Teri Zuege-Halvorsen

**Quorum – 45/66 members present**

Excused

Jackie Carattini, Beverly Doll, Connie Eisch, Kathryn Miller, Peggy Olive, Pam Peterson, Ruth Schriefer, Tedi Winnett

Absent

Mary Brintnall-Peterson, Kristen Bruder, Mary Campbell Wood, Barbara Haynes, Marilyn Herman, Brenda Janke, Marcia Jante, Patricia McGee, Marma McIntee, Cynthia Muhar, Linda Olson

Retirees present: none

Inactive present: Laurie Boyce

6. Volunteer **team to review minutes** – Doll-Yogerst thanked Barb Haynes, Peggy Olive and Bridget Mouchon for reviewing the July meeting minutes. Mary Gruenewald, Linda Bruce, Cyndy Jacoby volunteered to review the March 30, 2009 minutes.

7. Review and **approve minutes of December 1, 2008 meeting** as distributed via e-mail.

**Motion by Felt-Podoll, second by Dickrell to place the minutes on file. Motion carried.**

8. **Comments from Family Living Program Area** – Laurie Boyce
- a. Emphasized the importance of sharing the value of what we do with others at budget time.
  - b. Important to be responsive to family needs
  - c. Interviewing aging specialist candidates
  - d. Filling positions in Ozaukee, Langlade, and Ashland
  - e. Upcoming professional development – Family Living Conference in November, Policy Makers In-service on April 14

**9. Standing Committee Reports**

- a. **Vice Chair Committee Report** – Karen Dickrell

The committee of Vice-Chairs met via teleconference on January 13, 2009.

We reviewed the professional development log that was proposed by WEAFCs to record information and we felt it was appropriate to forward this through the Association.

The Mentoring Handbook had been updated by the Ad Hoc Mentoring committee when that committee was in place. Our Vice-Chairs have reviewed the information and the Handbook will be available on our department website for department members to use and refer to. We encourage all Department members to make good use of this resource. If you see needs of additions or changes, please share your concerns with the Vice-Chair committee.

We will continue to update the web page information as needed. Please forward all mentor changes via the District Vice Chairs who will share with the Chair of the Vice Chairs who will make the updates.

We are asking Districts to discuss the types of training needs they would like to see offered by the department.

Our next meeting will be via teleconference on Friday April 17<sup>th</sup>.

- b. **Standards, Rank and Promotion Committee Report** – Faye Malek

On January 27, 2009 at the WI State Patrol Headquarters in Wausau, the Department of Family Development Standard Rank and Promotion Committee met to review two portfolios for promotion to associate professor with tenure. We are pleased to announce Jackie Carattini's portfolio was approved by the Committee.

Upcoming SRP Committee member Shelley Tidemann, Ruth Schriefer, and I attended the Jackie's Faculty Tenure Advisory Committee review on March 24<sup>th</sup> at the Pyle Center. Jackie was unanimously approved for promotion to associate professor with tenure. Let's congratulate Jackie her accomplishment.

On December 4<sup>th</sup>, Chair-Elect Ruth Schriefer and I participated in an Ad hoc Tenure Committee WisLine to discuss the clarity of the current tenure process. Discussions will continue.

The 2009-2010 SRP review dates were sent out by Ruth on March 4, 2009. Department members, who are either planning to submit a portfolio, or those who are mentoring an untenured colleague, can place the following dates on their calendars:

- Friday, September 11
- Tuesday, November 10 (snow date Friday, November 13)
- Wednesday, January 20 (snow date Friday, January 22)

The committee members will review letters submitted for Emeritus Status for Pat Rychter and Mary Brintnall-Peterson at their next meeting which is set for May 12<sup>th</sup> at 9:30 a.m. via a WisLine.

**c. Research and Studies Committee Report – Cyndy Jacoby**

The Research and Studies Department met via WisLine on February 10, 2009.

There were no papers to review at that time.

We discussed recording the minutes of meetings that involve approving papers. We need to be more specific with motions, seconds and votes.

A request for moving the May 12th meeting up a couple of weeks was denied due to fairness issue with others who may have planned for the May 12<sup>th</sup> planned date.

Dates for future meetings were set: Meeting dates will be May 12, August 11, and November 10. All on Tuesdays and from 1-3 P.M. each date.

The chair will send meeting date announcements. This was done on February 10. A reminder for the May 12<sup>th</sup> meeting was sent on March 19. Four inquiries have been received with no commitments at this time.

**d. Tenured Faculty Review Committee Report – Luanne Meyer**

The Tenured Faculty Review Committee has not met since the last Department meeting.

Eleven faculty members up for review this year received an email communication asking them to select their review date in July or request a one year extension. To date, four department members have requested a one year extension.

The 2009 review dates will be July 9, 21 and 23. All reviews are conducted via WisLine.

- e. **Nominations** Committee – No report. Central District needs to find a replacement for TFR committee by July 1.

**Motion by second by P. Herman, second by McNurlin to place standing committee reports on file. Motion carried.**

10. **Professor Committee** – Mary Meehan-Strub

The Professor Committee met on January 23rd and reviewed documentation submitted by candidates for consideration for promotion to Professor. The Committee approved recommending Lori Zierl and Nancy Brooks for promotion to Professor and forwarded their documentation for consideration and approval by the Dean.

The Committee reviewed Department documents relating to the Professor Committee and forwarded recommended changes to Peggy Nordgren. Those recommended changes are specific to Appendices E.1- 4, eliminating the vita option when submitting documentation for promotion to Professor, and alignment of the Review Sheet (E.4) with the criteria in E.1.

The Committee discussed and forwarded recommendations for conference topics and delivery suggestions to the Family Living Conference Planning Committee to ensure that the conference addresses current needs, professional interests and development, and emerging and future challenges and opportunities of program and department members.

Professors serving on the 2008-2009 Professor Committee include: Marilyn Herman, Marma McIntee, Nan Baumgartner, Chris Kniep, Karen Dickrell, Joan LeFebvre, and Mary Meehan-Strub. Thank you to Marilyn Herman, Marma McIntee, and Nan Baumgartner as their term on the Professor Committee will end on June 30<sup>th</sup>. Welcome back to Marilyn Herman and Marma McIntee, and welcome to Mary Gruenewald for the 2009-2010 term.

**Motion by Meehan-Strub to place report on file. Motion carried.**

11. **Executive Committee** – Donna Doll-Yogerst

The Executive Committee has not met.

**Motion by Doll-Yogerst to place report on file. Motion carried.**

12. **Ad Hoc Committee Reports**

- a. Remembrance Report –Angela Flickinger.

Thank you all districts for sending in your remembrance money for 2008. We have two current retirement situations for tenured members. Three retirement boxes have been ordered. We will be collecting money again at our face-to-face Family Living Meeting in November of this year. The appreciated donation is \$5/person in the department. Please send news of 2009 retirements to Angela Flickinger and Donna Doll-Yogerst. If requested, retirements will be kept confidential. I appreciate the lead time to adequately arrange for an appropriate remembrance.

**Motion by Flickinger to place report on file. Motion carried.**

**13. Faculty Tenure Advisory Committee - Peggy Olive/Edie Felts-Podoll**

A total of seven portfolios were brought forward for an advisory ballot on February 24<sup>th</sup> and March 24<sup>th</sup> at the Pyle Center in Madison. Portfolios reviewed represented four departments: Ag/Ag Business, 4-H/Youth Development, Community Resource Development and Family Development. All seven portfolios received affirmative votes and have been forwarded to Dean Klemme for action.

Note: It was brought to the attention of FTAC, through a letter of concern, from a candidate relating the cost of copying portfolio documents for reviews at the Department SRP level and FTAC. The candidate gave itemized copying costs, needed supplies and highlighted the drain on the county office budget for this process. (See attached letter). This topic may continue to be advanced as county budgets get tighter.

**Motion by Felts-Podoll to place report on file. Motion carried.**

**14. Faculty Senate/University Committee Report – Barb Haynes replaces Kathy Miller, Jane Jensen, Kathy Hetzel, Chris Kniep**

**Article 4:** Document revisions approved in 2008. Implementation Plan approved 2009. Efforts are being made to de-couple the roles of County Department Head and Faculty Governance Unit (FGU) Chair. Faculty Governance Units will primarily be county based – 2 or more faculty members (tenure and un-tenured) can have their own unit, with additional units for state staff, area staff, etc. Annual elections of FGU chairs will be orchestrated by the Secretary of the Faculty. To help staff understand the changes to Article 4, there will need to be information/orientation on roles for each – some overlapping functions. We anticipate that in a number of counties the person will be the same.

**Collective Bargaining – Shared Governance:** Discussed the pending budget proposal recommendation regarding collective bargaining and an amendment to this recommendation under discussion – the recommendation focuses primarily on additional bargaining units. The legislation does not require collective bargaining units, instead puts in place the right for collective bargaining.

**Faculty Tenure Orientation Workshops:** Three have been scheduled for 2009 – all at the Holiday Inn Stevens Point 9:00 a.m. – 3:00 p.m. Dates:

Thursday May 14

Thursday July 9

Thursday September 24

Target audience probationary faculty, mentors, and SRP/FTAC committee members.

Dept. of Family Development members serving on the planning/delivery of the workshop include Ruth Schriefer, Kathy Hetzel and Chris Kniep.

**Tenure Scholarship and Reflection Forum:** Toward a better understanding of scholarship and Tenure, May 19<sup>th</sup>, Holiday Inn, Stevens Point. Note: request has been made to change this date to couple with Faculty Tenure Orientation Workshop.

**Assistant Vice Chancellor:** Following the last University Committee/Senate meeting, Provost Christine Quinn announced the decision to hire an Assistant Vice Chancellor and discontinue the current position of Secretary of the Faculty and Academic Staff. A position description has been posted with an internal search. The interview committee is being formed, with Kathleen Haas

representing the University Committee. Questions/concerns regarding this decision have been raised by faculty colleagues and have prompted a WisLine for Tuesday, April 7<sup>th</sup> from 2 – 3:00 p.m.

**Motion by Kniep to place report on file. Motion carried.**

15. **Systemwide Extension Council** – Kathy Hetzel

At the January meeting Ann Keim reported on the Program Innovation Fund. \$125,000 is available for innovative programming across divisional and institutional lines. Proposals are due May 1 with grant announcements given around June 15.

**Motion by Hetzel to place report on file. Motion carried.**

16. Possible **Action to revise Appendices E.1, 2, 3 from Professor Committee**

**Motion by Meehan-Strub, second by Kniep to make the changes in Appendix E as presented. Motion carried.**

17. **Department Chair Update** – Donna Doll-Yogerst/Mary Meehan-Strub

Meehan-Strub attended the January CEAC meeting in place of Doll-Yogerst. Under discussion was a budget update, the strategic planning report and implementation. Discussion continues on electronic tenure documents. It is suggested that Departments try this for TFR and professor promotions. At the academic department chairs meeting last week we developed a letter regarding the recently posted Assistant Vice Chancellor position. Our concerns were three fold 1) Combining Secretary of the Faculty with an administrative position, 2) lack of consultation with faculty and 3) the process of filling the position. The letter sent to Christine Quinn is attached for your reference. The Academic Leadership standing committee discussed employee recognition and strategic planning. CEAC discussed the merit pay available with a letter coming out soon, presentation by Christine Curley on ADA requirements, and the Strategic Planning Implementation and Design Team membership and charge over the next three months is the refinement and implementation of the CE strategic plan. Jennifer Caravella is our DFD representative. Other members include: Eileen Cullen, Steve Deller, JoAnn Hinz, Jackie Johnson, Annie Jones, Rebecca Power, Bill Rizzo, Tom Schmitz, John Shutske

**Motion by Doll-Yogerst, second by Caravella to place report on file. Motion carried.**

18. **Website**

Doll-Yogerst emphasized using the website to review agendas/minutes and learn more about processes such as TFR. The bylaws/appendices have been posted. Committees are asked to please monitor the content on their pages and send revisions to department chair electronically. Print website page indicating where it goes (for example, “put new page here for TFR timeline,” etc.)

19. **Announcements** – Next meeting date is May 18 at 1:00 pm via WisLine

Meeting was **adjourned** at 2:13 pm.

**Future meetings: Monday 1:00-3:00 pm**  
**2009: *May 18, July 27, Dec. 7***  
Passcode: 8163

Respectfully submitted,  
Peggy Nordgren, secretary  
Department of Family Development

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