

**Department of Family Development
Monday, March 31, 2008
1:00 – 2:30 pm via WisLine**

MINUTES

1. Call to order

Meeting was called to order by Donna Doll-Yogerst, Department Chair at 1:01 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. Adoption of agenda

Motion by McNurlin, second by Felts-Podoll to adopt the agenda as printed. Motion carried.

4. Introductions

Parliamentarian – Edie Felts-Podoll
Secretary – Peggy Nordgren
New Members/Educators – none

5. Roll call – Peggy Nordgren

Present

Linda Bruce, Jennifer Caravella, Nancy Crevier, Karen Dickrell, Donna Doll-Yogerst, Kathleen Eisenmann, Connie Eisch, Edith Felts-Podoll, Angela Flickinger, Mary Geissler, Mary Gruenewald, Linda Heppner, Patti Herman, Kathleen Hetzel, Brenda Janke, Karen Joos, Julie Keown-Bomar, Christine Kniep, Judith Knudsen, Marilyn Kooiker, Joan Laurion, Joan LeFebvre, Mary Fran Lepaska, Faye Malek, Trinke McNurlin, Mary Meehan-Strub, Kathryn Miller, Bridget Mouchon, Susan Nagelkerk, Peggy Nordgren, Mary Novak, Margaret Olive, Linda Olson, Patricia Rychter, Joan Sprain, Nancy Stoutenborough-Brooks, Dianne Weber, Jenny Wehmeier, Tedi Winnett, Lori Zierl, Teri Zuege-Halvorsen

Quorum – 41/69 members present

Excused

Cynthia Jacoby, Cynthia Muhar, Gail Peavey, Pam Peterson, Jane Schaaf, Ruth Schriefer, Michelle Tidemann, Janay Ziebell

Absent

Beverlee Baker, Nan Baumgartner, Mary Brintnall-Peterson, Kristen Bruder, Mary Campbell-Wood, Jackie Carattini, Beverly Doll, Karen Ehle-Traastad, Barbara Haynes, Marilyn Herman, Marcia Jante, Jane Jensen, Kari Lazars, Gayle Rose Martinez, Patricia McGee, Marma McIntee, Kathleen Metzenbauer, Luane Meyer, Molly Spaulding, Elizabeth Tarabek

Retirees present: none

Inactive present: Laurie Boyce

6. **Volunteer team to review minutes –Patti Herman, Judy Knudsen, Jennifer Caravella** volunteered to review the minutes.

7. **Review and approve minutes of December 3, 2007 meeting as distributed via e-mail.**

Motion by Lepeska, second by Olson to place the minutes on file and allow the secretary to correct any and all errors and read back corrections at the next meeting if so requested. Motion carried.

8. Standing Committee Reports

a. Vice Chair Committee Report – no report

b. Standards, Rank and Promotion Report – Faye Malek

The Department of Family Development Standard Rank and Promotion Committee met at the WI State Patrol Headquarters in Wausau on January 25, 2008 from 10 a.m. – 5 p.m. Committee members spent the morning recommending revisions to the DFD Bylaws and Appendices related to the work of the SRP Committee. These recommendations were sent to the DFD Ad Hoc Documents Committee by Linda Olson who is a member of both the SRP and Ad Hoc Documents Committees.

Motions to recommend Emeritus Status to Sue Buck were approved by the Committee. Any colleague who has set her retirement date can let Donna Doll-Yogerst or the SRP Chair know. Then, the SRP Committee will be alerted to get the Emeritus Status processed organized.

Three portfolios were reviewed for a rank change. Motions to recommend promotion for rank change from Instructor to Assistant Professor for two candidates passed. A motion to recommended promotion for rank change from Assistant Professor to Associate Professor was defeated. Due to incomplete documentation of a fourth portfolio, it could not be reviewed for a rank change. However, the Committee met with the candidate that afternoon to answer questions and provide direction for resubmission.

The next schedule for portfolio review dates has been set and includes:

2008-2009 Promotion Tenure Due Dates

Due to SRP	SRP Meeting	SRP Snow Dates	Due to Mary Detra
September 2	September 23	none	October 10
October 24	November 14	December 5	January 10
January 2	January 23	January 27	February 10

We encourage the candidates to work with their Mentor Teams and to have Mentor Team members read their document once it is fully prepared. Having extra sets of eyes will assist candidates in finding areas which might need strengthening or clarification. Together with the Department Bylaws and Appendices, candidates for a

rank change will have the information needed for submitting and completing a portfolio. However, if there are questions, candidates can contact a member of the SRP Committee.

We want to acknowledge Sue Nagelkerk for her years of work on the SRP Committee and welcome Ruth Schriefer who will take Sue's place on July 1, 2008. We also acknowledge Gail Peavey for taking a second term on the SRP Committee. Other members of the SRP Committee include: Marcia Jante, Linda Olson, Marilyn Kooiker, and Mary Geissler. All of these people either have already or will put in a considerable amount of time in their tenure on the SRP Committee.

An SRP Chair-elect will be elected at the next meeting of the Committee. As of late 2007, the SRP meeting agendas are posted on the DFD website. .

c. Research and Studies Report – Joan Laurion

The Research & Studies Committee met via teleconference with Nancy Crevier on February 12, 2008 to discuss proposed changes to the bylaws on behalf of the Ad Hoc Documents Committee. We will also be meeting at JCEP at 8 PM on April 1 in order to take a final vote on the by-law changes that apply to the Research & Studies Committee. We decided to present certificates to the department members who have published papers through the department in the past two years at the May 1 departmental meeting.

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At this time we do not have a research paper submitted for review and recommendation for publication. The Research & Studies Committee reminds departmental faculty that a wide variety of publications may be submitted for consideration and publication. In addition to formal research publications, papers may be informational, philosophical, issue oriented, or a teaching packet. All department members should have gotten a reminder of our upcoming meeting on May 13. If anyone wants to submit a paper for consideration, she should let Joan Laurion know by April 13 and submit the paper to the committee by April 30. The committee encourages department members to look at Appendix F.1 or to talk with a committee member for more information.

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d. Tenured Faculty Review – Tedi Winnett

The Tenured Faculty Review (TFR) Committee has not met since their last meeting on November 12, 2007. 2008 Tenured Faculty Reviews are scheduled for July 8, 22, 29th. There will be 9 faculty members reviewed. The next meeting for TFR will be Tuesday, April 8, 2008 at 9am via WisLine.

Motion by Felts-Podoll, second by Joos to place standing committee reports on file. Motion carried.

9. Professor Committee –Mary Meehan-Strub, committee chair

Professors serving on the 2007-2008 and 2008-2009 Professor Committee include: Marilyn Herman, Marma McIntee, Nan Baumgartner, Chris Kniep, Karen Dickrell, Joan LeFebvre, and Mary Meehan-Strub. Chris Kniep, Karen Dickrell, Joan LeFebvre, and Mary Meehan-Strub were re-elected to serve in 2008-2009.

The Professor Committee met on January 18th and reviewed documents submitted by 1 candidate for consideration for promotion to Professor. The Committee approved recommending Mary Novak for promotion to Professor and forwarded her documentation for consideration and approval by the Dean.

The Committee reviewed Department documents relating to the Professor Committee and forwarded recommended changes to the Document Review Committee. The significant change in this review was the recommendation that the Committee of Professors serve in an advisory capacity to the Department Chair.

The Committee is scheduled to meet via WisLine on April 21st, 1:00-3:00.

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

10. Executive Committee –Donna Doll-Yogerst

The Executive committee has not met since the last Department of Family Development meeting.

11. Ad Hoc Committee Reports

a. Remembrance – Angie Flickinger

Since winter we have had no formal announcements of future retirements. Please send news of 2008 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. It is time again to replenish the retirement fund. It is requested that the District representative collect a \$5 contribution from members and arrange that this is done by our next face-to-face meeting.

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

b. Mentoring – Karen Dickrell

Marma McIntee, Peggy Nordgren, Jane Schaaf, Mary Geissler, Shelley Tidemann, Nancy Brooks and Karen Dickrell serve on the committee.

Review of Committee Charge

The charge to this committee follows:

- Design professional development for department members on the roles and responsibilities of mentors and mentees.
- Identify changes in the process of mentoring within our department as a result of changing expectations in the transition from vita to portfolio formats and changes in criteria for rank change.
- Clarify interrelationship between the program area and department as we all do our best to support probationary faculty members during their preparation for the tenure process.

We have met via teleconference as a group on January 2, 2008 and March 3, 2008. We have also met in smaller sub groups to plan and work on various items related to the bylaws and the upcoming Faculty meeting on May 1, 2008.

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We will be holding a breakfast meeting on April 2nd to do a final review of the Mentoring Handbook and hope to share that with Department Members soon.

I appreciate all of the hard work of the committee that has seriously worked on thinking through the best way to do the supportive work we need to have in our department.

Motion by Dickrell to place report on file. Motion carried.

c. Documents – Peggy Nordgren

The Documents Committee has met twice since our last department meeting. The bylaw revisions are finished and will be sent out by email after this meeting. The committee will meet April 11 to finish reviewing the appendices revisions which will then be sent out to the membership 10 days before our face to face meeting on May 1.

The committee has decided that a copy of the bylaws and appendices will be sent out without the markups to show changes because in some areas there are so many deletions and additions that it is hard to read the markup copy. Department members are encouraged to take this opportunity to read our department documents and compare them with the versions on the Department's web page for differences. I will mention the major changes in the email that is sent with the bylaw attachment.

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A preview of changes to look for in the bylaws includes:

- clarification of who takes over as Department Chair if the current chair leaves or cannot fulfill all the duties
- putting the Secretary in charge of bylaw revisions in odd numbered years.
- recommending members serve on only one standing committee at a time unless there is a shortage.
- adding the Nominations Committee for elections and leaving the Vice Chair Committee in charge of mentoring
- making the Professor Committee an advisory committee to the chair.
- clarification of Research and Studies Committee duties
- adding web sites as reference
- clarification of responsibilities of the Faculty Tenure Advisory Committee
- clarification of the criteria for faculty appointment in the department

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An organizational chart will go out with the bylaw changes.

Motion by Nordgren to place report on file. Motion carried.

12. Faculty Tenure Advisory Committee – Kathy Eisenmann

The Faculty Tenure Advisory Committee has met twice since the last department meeting. At their February 11, 2008 meeting, the committee considered four requests for promotion to Associate Professor with Tenure and made four positive recommendations. At their March 25, 2008 meeting, the committee considered two requests for promotion to Associate Professor with Tenure and made two positive recommendations.

In addition to portfolio review at its March 25 meeting, the committee elected a chair for the 2008-09 academic year, Mike Ballweg, from the Dept. of Ag/Ag Business. The committee also reviewed Appendices IB and IIB as well as Chapter 5 of the UWEX Articles of Faculty Governance for suggested revisions. There will be one additional committee meeting this academic year on May 13, 2008 by WisLine to set the meeting dates for the 2008-09 academic year and welcome new members to the committee.

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Motion by Eisenmann to place report on file. Motion carried.

13. Faculty Senate/University Committee Report–Judy Knudson, Kathy Miller, Kathy Hetzel, Chris Kniep

UW-Extension Faculty Senate met on Wednesday, January 16, 2008. This was the first time that UW-Extension Faculty Senate, UW-Colleges Faculty Senate and Academic Staff Council met jointly. A panel discussion on professional evaluation and advancement provided an opportunity for each group to learn about each other. Following remarks by the Chancellor, members of the three groups had the opportunity to network and learn from each other.

During the afternoon, UW-Extension Faculty Senate met. An ad hoc committee was organized to report and provide recommendations for changes to Article 4 which addresses the administrative unit and its roles and

responsibilities. There has been confusion about what constitutes the administrative unit, and confusion between the administrative unit chair (which is a faculty function) and the county department head.

An ad hoc committee was organized to look at Chapter 3, Appendix IB and IIB. This committee is looking at the tenure process. This committee has met with Standard Rank and Promotion Committees, Tenured Faculty Advisory Committee Department Chairs, Dean Klemme, as well as colleagues who have gone through the tenure process. While the system is not broken, there is misunderstanding related to roles and the process for obtaining tenure. Recommendations will be forthcoming from this committee.

Motion by Knudsen to place report on file. Motion carried.

14. Committee Update re: Administrative Unit and Article 4 of the Articles of Faculty Governance – Mary Meehan-Strub and Kniep reported on the progress of defining “administrative unit” in Article 4. Was sent to Faculty Senate and approved new Article 4 without direct input from departments. University Committee has convened a committee to determine the implementation process for Article 4. Chris Kniep serves on this committee.

15. Committee Update re: review and coordinate Appendix IB, Appendix IIB from the Articles of Faculty Governance and Chapter 3 from the Faculty Personnel Policies – Marma McIntee – No report

Kniep stated documents will have very little changes. Will have more emphasis on helping people understand the tenure process.

16. Systemwide Extension Council – Kathy Hetzel – no report

17. Academic Leadership Standing Committee/ CEAC/Academic Dept chairs sub- committee –Donna Doll-Yogerst

CEAC met last Tuesday. The ADC met last week Wednesday and ALSC met Thursday... There was discussion on Article 4, UPG 12 as it relates to merit and other merit issues. Please check the website for the minutes.

<http://www.uwex.edu/ces/admin/committees/committee.cfm?committeeid=3> ALSC

<http://www.uwex.edu/ces/admin/committees/committee.cfm?committeeid=2> CEAC

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

19. Comments from Family Living Program Area – Boyce discussed:

- needs assessments, issue statements
- mentoring team-connecting with the program area through Nancy Brooks
- changes on the email list.

20. Announcements –

- Check out department web site
- Next department meeting is May 1, 10 am -3:15 pm
- Bring bylaws and appendices to department meeting
- Afternoon will be mentoring team activities

21. Adjourn – Meeting adjourned by chair at 2:30 pm.

Future DFD meetings *Mondays 1:00-3:00 Passcode: 8217*

***May 1, 10-3:15 Country Springs Hotel (old Holiday Inn) Stevens Point Face-To-Face, with DYD
A block of 10 rooms is being held. Please car pool and share rooms to assist with limited budget. Hope everyone will be able to attend.***

July 28, 2008 WisLine

December 1, 2008 WisLine

Respectfully submitted,
Peggy Nordgren, secretary
Department of Family Development

03/31/08 Minutes