

Department of Family Development
Monday, April 2, 2007
1:00 – 2:10 pm via WisLine

MINUTES

1. Call to order

Meeting was called to order by Donna Doll-Yogerst, Department Chair at 1:00 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 posted as required by Open Meeting Law Section 19.84 of the Wisconsin State Statutes.

3. Adoption of agenda

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

4. Introductions

Parliamentarian – Kathy Eisenmann

Secretary – Peggy Nordgren

New Members/Educators – Teri Zuege-Halvorsen – Calumet County, Instructor, May 1, 2007

- Connie Eisch – Wood County, Associate Professor, April 1, 2007

- Bridget Mouchon – Green County, Instructor, January 1, 2007

- Michelle Diamond, .5 FTE in Rusk County, Extension Associate, January 1, 2007 (Will request entrance into the Department upon completion of Masters Degree.)

5. Roll call – Peggy Nordgren

Present

Nan Baumgartner, Linda Bruce, Mary Campbell Wood, Jackie Carattini, Jennifer Caravella, Nancy Crevier, Karen Dickrell, Donna Doll-Yogerst, Karen Ehle-Traastad, Kathleen Eisenmann, Connie Eisch, Mary Geissler, Molly Haak, Barbara Haynes, Linda Heppner, Kathleen Hetzel, Cynthia Jacoby, Karen Joos, Julie Keown-Bomar, Christine Kniep, Judith Knudsen, Marilyn Kooiker, Joan Laurion, Kari Lazars, Joan LeFebvre, Mary Fran Lepeska, Faye Malek, Gayle Rose Martinez, Marma McIntee, Trinke McNurlin, Mary Meehan-Strub, Luane Meyer, Bridget Mouchon, Cynthia Muhar, Susan Nagelkerk, Peggy Nordgren, Mary Novak, Margaret Olive, Gail Peavey, Patricia Rychter, Cheryl Rew Stapleton, Jane Schaaf, Ruth Schriefer, Nancy Stoutenborough-Brooks, Michelle Tidemann, Jenny Wehmeier, Tedi Winnett,

Quorum – 46/68 members present

Excused

Beverlee Baker, Beverly Doll, Edith Felts-Podoll, Angela Flickinger, Mary Gruenewald, Brenda Janke, Kathryn Miller, Pam Peterson, Dianne Weber, Janay Ziebell, Lori Zierl

Absent

Mary Brintnall-Peterson, Kristen Bruder, Marilyn Herman, Marcia Jante, Jane Jensen, Patricia McGee, Kathleen Metzenbauer, Linda Olson, Joan Sprain, Elizabeth Tarabek

Retirees present: none

Inactive present: Laurie Boyce, Sue Buck

6. Volunteer team to review minutes – Dickrell, Kooiker and Martinez volunteered to review the minutes.

7. Review and approve minutes of December 4, 2006 meeting as distributed via e-mail

There was one correction to the minutes. Under the Research and Studies report, minutes should be changed to say “Trinke McNurlin” in place of “Nancy Crevier” as one of the co-chairs of the committee.

Motion by Joos, second by Tidemann 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 – Marma McIntee

The Department of Family Development Standards, Rank and Promotion Committee met by WisLine on December 12, 2006. The committee is in the process of updating documents and reviewed an internal document titled Principles to Guide Portfolio Reviews and reviewed procedures for submitting documents for emeritus status. In addition, the committee started work on revisions for the bylaws as they pertain to the SRP committee.

The SRP committee also met on January 29, 2007 in Stevens Point for the purpose of reviewing portfolios for promotion. The committee reviewed and approved two portfolios for promotion from Instructor to Assistant Professor. The committee also reviewed and approved two portfolios for promotion from Assistant Professor to Associate Professor with Tenure.

The next meeting of the SRP committee will be on April 25, 2007 via WisLine to consider changes in bylaws and internal procedures.

C. Research and Studies Report – Jennifer Caravella

The Research and Studies Committee last met on September 28th, 2006 via WisLine, at which point they recommended Lori Zierl's paper for publication by the department. It is expected that two colleagues will be submitting papers for consideration at our next meeting.

As current chair of the committee, Caravella asked Trinke McNurlin and Joan Laurion to assume the co-chairmanship beginning this month (April) rather than in June, 2007, which would be the official end of my term. They have both graciously agreed to do this. I would like to thank the committee members I have worked with during the past three years. The current members of the committee are: Trinke McNurlin, Joan Laurion, Cyndy Jacoby and Nancy Crevier.

D. Tenured Faculty Review – Tedi Winnett

The Tenured Faculty Review Committee met on February 8 via WisLine. There are 12 department members on the current list to be reviewed this year. Department members have until May 1 to request a one year extension. To date, 4 members have requested an extension.

Tenured Faculty Reviews are scheduled for July 10, July 24 and July 31.

The committee held a discussion regarding the designation of “meritorious recognition” as part of the review rating. The committee felt it was important to have consistency across academic departments. The decision was made to take time prior to the July 2007 faculty reviews to discuss meritorious recognition criteria.

Lastly, the committee discussed the elimination of the “Needs Strengthening” rating category for Tenured Faculty Reviews. This recommendation will be shared with the Department Documents Review committee. Michelle Tidemann is the committee’s representative to the documents review committee.

The next meeting of the Tenured Faculty Review Committee will be May 22 at 9am via WisLine.

Motion by Jacoby, second by Winnett to place the standing committee reports on file. Motion carried.

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

Professors serving on the 2006-2007 Professor Committee include: Faden Fulleylove-Krause, Marilyn Herman, Mary Brintnall-Peterson, Chris Kniep, Karen Dickrell, Joan LeFebvre, and Mary Meehan-Strub. Pat Rychter was appointed to fill the vacancy created by Faden Fulleylove-Krause’s retirement.

The Professor Committee met on December 20th and 21st and reviewed documents submitted by three candidates for consideration for promotion to Professor. The Committee approved recommending one candidate for promotion to Professor and forwarding that candidates’ documentation for consideration and approval by the Dean.

The Committee reviewed Appendices E.1. through E.4 and forwarded recommended changes to the Document Review Committee. Of particular interest, the Professors approved and recommended that starting January 1, 2009, applications for rank change to Professor must be in the portfolio format.

The Professor Committee is planning an orientation session for early summer for all Associate Professors, and in particular, those Associate Professors considering submitting for promotion to Professor. Marilyn Herman will Chair this subcommittee and be assisted by Chris Kniep and Karen Dickrell in planning. All Professors are encouraged to be a part of the orientation so they can be updated on mentor support and understanding. The date for this orientation session will be announced as soon as it is confirmed.

Motion by Meehan-Strub, second by Dickrell to place the report on file. Motion carried.

10. Executive Committee –Donna Doll-Yogerst

The Executive committee has not met.

Motion by Doll-Yogerst, second by Eisenmann to place this report on file. Motion carried.

11. Ad Hoc Committee Reports

A. Remembrance - Kathy Hetzel

The department honored Faden Fulleylove Krause in January and Betty Gleason in February as retirees so far this year. Both received a hand made remembrance box. If you or anyone you know is retiring, please contact me ASAP. Your announcements will be kept confidential, but this will allow Al Anderson plenty of time to complete the boxes. I encourage department members who want to share a personal card, picture or some other remembrance to include them in the boxes. These items can be sent directly to me or they can be included at the district level.

Motion by Hetzel, second by Olive to place this report on file. Motion carried.

B. Mentoring – Kathy Eisenmann

The Ad Hoc Mentoring Committee has not met since the December departmental meeting. The committee was set to participate in a joint meeting with the SRP and Vice-Chairs committee on February 28th. The meeting was cancelled due to inclement weather. Given the respective schedules of the three sets of committee members and the shortness in time to schedule another joint meeting this year, it seems advisable to proceed with the committee's charge without rescheduling the joint meeting. In addition, several areas of confusion and concern have been or will be addressed in other venues.

Current committee members are: Marma McIntee, Peggy Nordgren, Shelly Tidemann, Kathy Eisenmann, Mary Geissler and Jane Schaaf. Donna Doll-Yogerst participates on the committee in an ex-officio role on behalf of the department and Ann Keim is participating as an ex-officio member for the program area.

The committee is moving forward on the charge by the department to:

- 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.

The committee will be proceeding with its work on its charge and anticipates scheduling a fall or spring training for mentors and mentees in addition to providing some feedback to the bylaws committee on suggested revisions to the bylaws related to mentoring. In the interim, the committee would recommend to the department that the dept. begin piloting the immediate appointment of mentors upon hiring of probationary faculty members. The committee feels this is critically important to the success of untenured faculty. The mentor appointment could be a temporary one year appointment and the final mentor team could be put together by the faculty member after one year. We would also highly encourage the mentors to work with the district liaisons in advising and counseling new faculty.

Motion by Eisenmann, second by McIntee to place report on file. Motion carried.

C. Documents – Peggy Nordgren

The Ad Hoc Documents Committee met February 26, 2007. The purpose of the committee is to review department's bylaws and appendices to make sure they are up-to-date. The committee brainstormed a list of issues affecting the department now and in the future. Strategies for completing the committee's tasks were discussed. Our first strategy is to review department documents from three other Extension Departments; Agriculture, CRD and Youth Development. Next meeting will be April 26, 2007. Department members are encouraged to communicate with committee members. Committee members are: Peggy Nordgren, past Member, Kathy Eisenmann (FTAC), Shelly Tiedemann (TFR), Jane Jensen (Vice Chairs), Judy Knudson (Senate), Chris Kniep (Professors), Research & Studies (Nancy Crevier), SRP (Linda Olson), Jackie Carattini, Janay Ziebell, Bev Doll, Angela Flickinger (on leave).

Motion by Nordgren, seconded by Eisenmann to place the report on file. Motion carried.

12. Faculty Tenure Advisory Committee – Kathy Eisenmann

The FTAC has met twice to review portfolios once on February 12 and again on March 26. Four portfolios were reviewed at each of those meetings. A total of eleven portfolios were reviewed by the committee in the 2006/07 academic year. Eight portfolios received positive recommendations and three portfolios received negative recommendations. Two departmental candidates were reviewed this year. One departmental candidate received a positive recommendation and one departmental candidate received a negative recommendation at the March 26 meeting.

Dates for the 2007/08 FTAC meetings will be set and new members will be welcomed as well as departing members thanked during a May 21 WisLine meeting. The committee will also be working on a revision of its tips sheet which will be shared and discussed with each SRP committee over the summer. Mary Fran and I would also be willing to share the tips sheet as requested.

Motion by Eisenmann, second by Lepeska to place the report on file. Motion carried.

13. Faculty Senate/University Committee Report–Judy Knudson, Kathy Hetzel, Luane Meyer

Faculty Senate met on March 13, 2007. Faculty Senators include Kathy Hetzel, Luane Meyer and Judy Knudsen. Mary Gruenewald is the Department of Family Development representative to University Committee and is not in attendance today.

A document titled “The Unique Role of Faculty Members in Fulfilling the University of Wisconsin-Extension Mission” was approved by Faculty Senate. The purpose of this document is to help the reader understand that the research and information provided by UW-Extension faculty is distinguished by its foundation of scholarship through creative and intellectual work. The document further explains the importance of evaluating scholarship and the benefit of peer-reviewed, research-based approach by UW-Extension faculty in giving Wisconsin residents an unbiased look at alternative ideas, effective practices, and the evaluation of various courses of action. Faculty Senate is currently looking for examples of scholarship to showcase. If you would like additional information regarding this opportunity, please contact your Faculty Senator.

Marv Van Kekerix, Vice Chancellor shared the Commission on Enhancing the Mission of the UW Colleges report and outlined recommendations with main themes focusing on access and affordability. Another issue he provided an update on was regarding the proposed UW-Milwaukee and UW-Waukesha merger. A study was commissioned to look at three models, as well as the cost of these models. Discussion on this item will continue. Concerns were shared about possible mission creep as technical colleges look at offering associate degrees. The Vice Chancellor discussed the email from Chancellor David Wilson regarding UW-Extension senior leadership and organizational charts.

Information on UPG 15 was shared. UPG (Unclassified Personnel Guideline) concerns Title Progression for Academic Staff. While this falls under the jurisdiction of the Academic Staff Council in its actions as part of shared governance, there has been a change to section 15.03. A change to this committee has been proposed from a faculty member to a program or service-unit representative. The intent is to have someone with subject area expertise who can comment on the quality of the academic staff member’s work. System legal thought faculty should be aware of this change.

Article 4 of the Articles of Faculty Governance outlines the procedures for the selection of the administrative unit chair for county departments. In some county offices we may be out of compliance with the faculty governance guidelines including who is able to accept the position of administrative unit chair position and who is an eligible voter for expressing their preference for the chair position. The procedure outlined in Article 4 does not include the input of our county partners and it does not include the input of academic staff. Therefore, the Faculty Senate is forming a seven person ad hoc committee to review Article 4 of Faculty Governance.

The department of Family Development is able to have one representative on this committee. The committee would dialogue and develop some recommendations to share with Faculty Senate and ultimately the academic staff and the county partners. In our department we are looking for someone who has a broad perspective on this issue and has been in the department for a considerable length of time. If you are interested in this role or you’d like to suggest someone for this role, contact one of our

senators, Judy Knudsen, Luanne Meyer or Kathy Hetzel. Ultimately our Department Chair, Donna will make the appointment. We want this committee to get started quickly, so the committee can have a report for the June meeting of the Senate.

Two papers were presented to the senators prior to the March Faculty Senate meeting regarding this discussion—a paper to CEAC regarding CRD program coverage and a white paper that addresses program coverage and a new teaching model. This discussion references Western District due to the current staffing of 6 CRD educators and 2 basin educators for 14 counties. The issue raised at the March faculty senate meeting was that this may appear to promote regionalization. According to the author, this was not the intent. It is agreed that we must continue to tell the story that what makes co-op extension so strong is the local county presence. A goal of this discussion was to stimulate discussion. There was a concern from the senators that we need to be open about communication. The lack of communication and governance input in this issue was a concern. Basically there are two issues on the table 1) communication 2) the ideal of having 4 program areas represented in every county providing maximum access. Rob Burke added that he and Marv Van Kekerix will work together on the communication issue.

Motion by Knudsen, second by Martinez to place senate report on file. Motion carried.

14. System wide Extension Council – Kathy Hetzel

School for Workers is sponsoring a Class Matters Workshop April 16 from 12:00-1:00. It is a WisLine introduction to “Class Matters: Breaking Down Class Barriers in the Workplace and the Classroom” written by Betsy Leondar-Wright.

We had a collaborations update led by Ann Keim, the Special Assistant to the Vice Chancellor, UW Colleges/UW-Extension. In this temporary appointment, Ann will be assisting with promoting programmatic collaborations across the UW Colleges and UW-Extension.

Motion by Hetzel, second by McNurlin to place this report on file. Motion carried.

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

Both the ALSC, ADC, Senate and University Committee have been discussing Article 4 of Article of faculty governance which can be found on the Secretary of the Faculty’s website under Employee Policies. Article 4 deals with the administrative unit.

<http://www.uwex.edu/secretary/policies/section8/fart4.pdf>

4.03 (4) was written by Faculty Senate to address counties where faculty were not serving in the Department Head role. It reads: “*The function of office management and administrative unit chair (faculty) are not necessarily vested in the same position. In those counties having a department head (or county director) model, the role of office management may be appointed or specifically hired for that purpose and may be held by a person without faculty status. If the department head (or county director) does not have faculty status, the county administrative unit voting body (faculty) would chose to elect an administrative unit chair (faculty) that is different from the department head (or county director) to administer those duties defined in Article 4. If the department head (or county director)*

does have faculty status, the county administrative voting body (faculty) may choose to elect that same person to administer those duties defined in Article 4.”

Ray Schultz has indicated that this article came from the Madison campus. 4.04 Administrative Unit Chair Duties needs to strengthen to include language relating to this role at the county level. Each academic department has been asked to submit a name to serve on this committee.

Motion by Doll-Yogerst, second by Muhar to place this report on file. Motion carried.

16. Comments from Family Living Program Area - Laurie Boyce

- a. Boyce commended faculty and academic staff who worked on the presentation “Stronger Families, Better Communities” for the WACEC meeting.
- b. Also welcomed new faculty members in the past year.
- c. Mentioned two three-year reviews that took place in the past year.
- d. Suggested Nancy Brooks to replace Ann Keim as a part of the mentoring committee.
- e. Recruiting interim state liaisons for Southern and Western Counties. Search committee is Perkl, Pederson, Brooks, Huser, Wood, and Peterson. This position is important for all new staff members in Family Living.

17. Announcements – no announcements

18. Adjourn – Motion by Novak, second by Jacoby to adjourn meeting. Motion carried.

Meeting was adjourned at 2:10 pm.

Future meetings of the Department of Family Development: August 6, 2007 and December 3, 2007

Respectfully submitted,

Peggy Nordgren, secretary

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