

Department of Family Development
Monday, April 4, 2005
10:00 - 11:30AM
MINUTES

1. Call to order

Meeting called to order by Department Chair Fulleylove-Krause at 10:00 a.m.

2. Certification of Wisconsin Open Meeting Law compliance

Chair Fulleylove-Krause certified the meeting by indicating it was posted as required by open meeting law.

3. Adoption of agenda

Motion by Caravella, second by Kooiker, to adopt the agenda as printed, motion carried.

4. Introductions

Parliamentarian – Edie Felts-Podoll
new Members - Pam Peterson 2/1/05

5. Roll call – Donna Doll-Yogerst

Present

Lana Anderson, Nan Baumgartner, Laurie Boyce, Linda Bruce, Jennifer Caravella, Karen Dickrell, Beverly Doll, Donna Doll-Yogerst, Barb Duerst, Karen Ehle-Traastad, Kathleen Eisenmann, Edith Felts-Podoll, Ann Flickinger, Faden Fulleylove-Krause, Mary Geissler, Mary Gruenewald, Marilyn Herman, Kathleen Hetzel, Brenda Janke, Jane Jensen, Karen Joos, Judith Knudsen, Marilyn Kooiker, Joan Laurion, Mary Fran Lepasca, Faye Malek, Gayle Rose Martinez, Marma McIntee, Kathleen Metzenbauer, Luane Meyer, Kathryn Miller, Peggy Nordgren, Mary Novak, Margaret Olive, Linda Olson, Gail Peavey, Pam Peterson, Cheryl Rew Stapleton, Patricia Rychter, Jane Schaaf, Ruth Schriefer, Henrietta Straub, Michelle Tidemann, Dianne Weber, Lori Zierl 41/71 members present for a quorum.

Excused

Beverlee Baker, Mary Lestrud, Mary Meehan-Strub, Tedi Winnett, Janay Ziebell

Absent

Mary Brintnall-Peterson, Kristen Bruder, Sue Buck, Mary Campbell Wood, Jackie Carattini, Betty Gleason, Linda Heppner, Karen Hintz, Yvonne Horton, Cynthia Jacoby, Marcia Jante, Ann Keim, Christine Kniep, Roberta Lawonn, Joan LeFebvre, Trinke McNurlin, Cynthia Muhar, Susan Nagelkerk, Nancy Stoutenborough, Elizabeth Tarabek

Taped

Rhonda Kleist

6. Volunteer team to review minutes

Caravella, Bruce and Nordgren volunteered to review the minutes.

7. Review and approve minutes of December 6, 2004 meeting as distributed via e-mail
Correction - Kathy Hetzel was present. Motion by Anderson, second by Kooiker to approve minutes as corrected, motion carried.

8. Standing Committee Reports

a. **Vice Chair Committee Report – Peggy Nordgren**

The Vice Chair Committee met on December 1, 2004 via WisLine Teleconference. The committee reviewed the Mentor/Mentee Handbook again after it had been reviewed by the Standards, Rank and Promotion Committee and incorporated some of their suggestions for change. The committee voted to approve handbook with changes. Next step will be to share the handbook with the Executive Committee who are all potential members of the mentor teams. The Executive Committee will try to meet via WisLine in January or February to review the handbook and discuss the mentor team process. We hope this will help mentor teams with their responsibilities. Appendix H of our bylaws discusses our roles and responsibilities as department members to our untenured faculty.

The committee also reviewed the department positions that are up for election this coming year. Vice chairs will be asking for volunteers to run for these positions and department members are encouraged to step forward. We ask for two people on the ballot for each position so that if someone cannot complete their term, the second person will be asked to take over if possible. Besides the district positions, at-large positions are available on the SRP committee, University Committee, Committee of Professors and Faculty Tenure Advisory Committee. Thank you in advance for those of you that will volunteer for these positions.

The next meeting is April 19, 2005 via WisLine.

b. **Standards, Rank and Promotion Report – Peggy Olive**

The Standards, Rank, and Promotion Committee met via WisLine on January 26, 2005. The committee continued to review the Bylaws and Appendices for needed updates and discussed the May 2, 2005 tenure preparation workshop activities.

The SRP Committee met via WisLine again on April 1, 2005. Tenure preparation workshop plans were finalized. The Committee also discussed recent portfolio questions and reviewed future agenda items.

The next meeting is scheduled for Thursday, June 30, 2005 at 10:00 a.m. via WisLine. Newly elected SRP Committee members, Sue Nagelkerk and Gail Peavey, will be invited to participate in the June meeting.

c. **Research and Studies Report –Gail Peavey**

The committee has not met, the next meeting is May 13th.

d. **Tenured Faculty Review – Ruth Schreifer**

The Tenured Faculty Review Committee met via Wisline on March 4, 2005. Our current committee members are Judy Knudsen, Lana Anderson, Mary Fran Lepaska, Tedi Winnett and Ruth N. Schriefer. We anticipate conducting five post tenure reviews via Wisline on July 26-27 for Marma McIntee, Lori Zierl, Rita Straub, Mary Gruenewald, and Kathy Metzenbauer. Faculty members were notified of their reviews and the web location for the review guidelines on December 1. Faculty members in our department can request one-year postponements of their reviews upon a written request to the committee chair by May 1.

The committee also proposed changes to Appendix G – Guidelines for Submitting for Tenured Faculty Review. Although we anticipate these changes to be approved today, they will not be in effect for the July 2005 reviews.

e. Professor Committee – Mary Meehan-Strub

There is no report from the Professor's Committee as they have not met. There were no candidates for promotion to Professor this year. The Committee will meet around July 1 to review promotion criteria and plan for 2005-2006 reviews.

f. Executive Committee – Faden Fulleylove-Krause

The Executive committee has not met. All associate professors (tenured) are members of the Executive committee.

9. Ad Hoc Committee Reports

a. Remembrance - Kathy Hetzel

Members who are anticipating retirement should notify Kathy Hetzel as soon as possible. We would like to honor retirees for their contributions. No retirements have been announced since the last meeting.

b. Mentor – Kathy Eisenmann

The ad hoc mentoring committee met on February 11 and March 18 2005. The committee reviewed and approved Appendix B.1 and B.2 for further consideration by the department. The committee also reviewed and approved the Mentor Handbook. In addition, the committee completed planning for the May 2, 2005 mentor training. The committee will be meeting on June 10, 2005 to review and evaluate the May 2, 2005 training. It's the consensus of the committee that it's work will be completed after that meeting and it will disband as a committee at that time.

c. Appoint Ad Hoc committee on Documents – Faden Fulleylove-Krause

With the shift in CES Adm districts, Faden asked each committee at their first meeting in the new year to place high priority on reviewing the sections of the dept bylaws and appendices that apply to them. She appointed Peggy Nordgen and Peggy Olive and herself to serve as an ad hoc committee on documents. They hope by the December Dept meeting to have a draft of the recommended changes ready for review and a vote.

10. Vote on Appendix B Changes (see Appendix B attachment) – Peggy Nordgren

Motion by McIntee, second by Eisenmann to accept the recommended changes, motion carried.

11. Vote on Appendix G Changes (see appendix B attachment) – Ruth Schreifer

Motion by Schreifer, second by Lepeska to accept Appendix G changes are recommended with the addition of the friendly amendment to G2 1(3) to read since faculty members last review, motion carried.

12. Faculty Tenure Advisory Committee –Donna Doll-Yogerst/Karen Dickrell

The Faculty Tenure Advisory Committee met and reviewed portfolios in February and March. The documents have been forwarded on to the Dean for his review. In the process of reviewing documents the committee has started a list of recommendations for consideration for all departments.

The FTAC committee plans to meet one more time via teleconference to finalize the recommendations before we forward on to our respective departments.

Katie Forseyth, Youth Development, has been elected to be the 2005-2006 chair of the committee.

One reminder to those preparing their portfolios for the future is to keep in mind that once your document passes your department it goes on to the Faculty Tenure Advisory committee which includes faculty members from other departments who may not understand all the acronyms and workings of our particular department. Writing needs to include explanations of your work -- we can't make assumptions that everyone knows the work we do.

13. Faculty Senate/University Committee Report – Luanne Meyer, Marcia Jante, Edie Felts-Podoll/Mary Gruenewald

Luanne Meyer reported that during the discussion on Health Care Issues, the suggestion was made to consider developing a complaint form and list of guidelines to help consumers register complaints in a complete and uniform manner. This information would be available on the Web. The Scholarship Ad Hoc Committee is working on a document that addresses the question "What value does having a county-based member bring to the county?" Still in draft form.

Mary Gruenewald reported that due to the excellent presentation given by UW-System Employee Benefits Specialist Beth Ritchie at the March, 2005 Faculty Senate meeting, a suggestion was made to ask Beth to give a similar presentation on a state Wisline in fall prior to the health insurance open enrollment.

A resolution against the proposed constitutional amendment regarding the definition of marriage was approved by the Faculty Senate at the December, 2004 meeting. The resolution was forwarded to the Board of Regents and President Kevin Reilly. Mary read a letter received from President Reilly.

14. Systemwide Extension Council – Edie Felt-Podoll

15. Academic Leadership Standing Committee/ CEAC/Academic Dept chairs sub committee – Faden Fulleylove-Krause

Faden Fulleylove-Krause reported the Academic Leadership Standing Committee has meet twice their minutes can be found at <http://www.uwex.edu/ces/administration/committees/committee> She shared the Pay Plan discussion - the compensation committee will include as our faculty representative Dan Wilson. The procedure developed in 2000 (on the ALSC website) is still applicable, innovative programs/partnerships are the CES goals that will be awarded. The Promotion salary increases discussion continues with this Dept CRD driven proposal. This will not be implemented in 2005 and will cost the equivalent to three county positions. The Academic Dept Chairs continue to meet with the Dean; in March they met with associate Dean Yvonne Horton and reviewed the TFR merit consideration component of the faculty governance documents.

Faden also thanked those who submitted a P.O.W. If you have not submitted please send them to Faden before June 30. To Donna Doll-Yogerst after June 30.

16. Adjourn

The chair declared the meeting adjourned at 1:35.

Future meetings Dept of Family Development : May 2, 2005 in Stevens Point;

August 31, Dec 5, April 3, 2006 via Wisline at 1:00 pm

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