

Department of Family Development
Thursday, April 6, 2006
10:00 – 11:45 pm

MINUTES

1. Call to order

Meeting called to order by Department Chair Doll-Yogerst at 10:00 a.m. Pam Peterson and Chris Kniep conducted an icebreaker to introduce new staff to current staff.

2. Certification of Wisconsin Open Meeting Law compliance

Chair Doll-Yogerst certified the meeting 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 Gruenewald, second by Baumgartner, to adopt the agenda as printed.
Motion carried.

4. Introductions

Parliamentarian – Edie Felts-Podoll

Secretary – Peggy Nordgren

New Members – Kari Lazars, (Langlade Co.) 4/5/06

Patricia McGee (Oneida Co.) 3/23/06 @ 50%, 100 % by 5/15/06

5. Roll call – Peggy Nordgren

Present

Nan Baumgartner, Linda Bruce, Mary Campbell Wood, Jackie Carattini, Jennifer Caravella, Nancy Crevier, Karen Dickrell, Beverly Doll, Donna Doll-Yogerst, Kathleen Eisenmann, Edith Felts-Podoll, Ann Flickinger, Faden Fulleylove-Krause, Mary Geissler, Mary Gruenewald, Linda Heppner, Molly Haack, Marilyn Herman, Kathleen Hetzel, Brenda Janke, Jane Jensen, Karen Joos, Julie Keown-Bomar, Christine Kniep, Judith Knudsen, Marilyn Kooiker, Joan Laurion, Kari Lazars, Joan LeFebvre, Mary Fran Lepasca, Faye Malek, Patricia McGee, Marma McIntee, Kathleen Metzenbauer, Luane Meyer, Kathryn Miller, Susan Nagelkerk, Peggy Nordgren, Mary Novak, Margaret Olive, Linda Olson, Gail Peavey, Pam Peterson, Cheryl Rew Stapleton, Patricia Rychter, Ruth Schriefer, Michelle Tidemann, Dianne Weber, Janay Ziebell, Lori Zierl
Quorum – 50/65 members present for a quorum.

Excused

Beverlee Baker, Mary Brintnall-Peterson, Kristen Bruder, Barb Duerst, Cynthia Jacoby, Marcia Jante, Gayle Rose Martinez, Trinke McNurlin, Mary Meehan-Strub, Cynthia Muhar, Jane Schaaf, Nancy Stoutenborough-Brooks, Elizabeth Tarabek, Tedi Winnett

Absent

Karen Ehle-Traastad, Betty Gleason

Retirees present: Henrietta Straub

Inactive present: Sue Buck

6. **Volunteer team to review minutes** – Bruce, Metzenbauer and Tidemann volunteered to review the minutes.

7. **Review and approve minutes of December 5, 2006 meeting as distributed via e-mail. Motion by Eisenmann, second by Lepeska to place the minutes on file. Motion carried.**

Motion by Rychter, second by Janke to allow the secretary to correct any and all errors and read back corrections at the next meeting. Motion carried.

8. Standing Committee Reports

a. Vice Chair Committee Report – Mary Geissler

The Vice Chair Committee lost the Chair, Rhonda Kleist, earlier this spring. However, the committee did carry out the difficult business of department elections on remaining vacancies before her leaving.

As the secretary until July of 2006, I can report that the Vice Chair committee has now filled all open positions on the following committees:

1. Vice Chair
2. Standards, Rank and Promotion
3. Research and Studies
4. Faculty Senate
5. Tenured Faculty Review
6. Faculty Tenure Advisory committee
7. Committee of Professors.

Additionally, we have updated our document that lists the current Family Living Agents who are candidates for the tenure process and their current mentors. There are a couple new additions at this point but overall most of the new agents are quite diligent about supplying us with the information about their mentor teams.

There is a meeting of the Vice Chair Committee scheduled for July of 2006 at which time the new members will take their positions on the committee.

This concludes my report.

b. Standards, Rank and Promotion Report – Marma McIntee

The Department of Family Development Standards, Rank and Promotion Committee met on Tuesday, December 6, 2005 in Stevens Point. Communication from the Faculty Tenure Advisory Committee was shared by Department representatives. The committee reviewed two

portfolios. Motions to recommend promotion for rank changes from Assistant Professor to Associate Professor for two candidates were defeated. A motion recommending emeritus status for Mary Lestrud passed. Review of By-laws was tabled to January, 2006 meeting.

The SRP Committee met on January 10, 2006 via WisLine to review one portfolio. Motion to recommend promotion for rank change from Assistant Professor to Associate Professor for one candidate was passed. The committee is clarifying procedures to guide the review of portfolios. It has been suggested to have the Mentor Ad Hoc Committee consider a review of the mentor handbook and to conduct another mentor training session.

The SRP Committee met on February 10, 2006 via WisLine. The committee continued to review By-laws changes, procedures to guide the review of portfolios, and preparations for the April Department meeting and Tenure Workshops. The committee congratulated Chair Straub on her upcoming retirement.

The SRP Committee will meet on June 20, 2006 in Wausau to welcome new committee members, transfer materials and prepare for fall meetings in discussion with department chair and members of the Faculty Tenure Advisory Committee.

The committee also recognized Marilyn Kooiker, Jane Schaaf, Kathy Hetzel and Jane Jenson as new associate professors.

This concludes my report.

c. Research and Studies Report – Jennifer Caravella

The Research & Studies Committee last met in November. Two papers were reviewed and returned to the author for revisions.

This concludes the report.

d. Tenured Faculty Review – Ruth Schriefer

The UW-Extension Department of Family Development Tenured Faculty Review Committee met on January 11 via WisLine. We welcomed Kathy Miller to our committee and she will complete the term of Lana Anderson who retired April 3rd. The rest of our committee includes Tedi Winnett, Ruth Schriefer, Shelley Tidemann and Mary Fran Lepaska.

The Tenured Faculty Reviews will be held on Monday and Tuesday, July 17-18, 2006 to review 10 faculty members. Colleagues to be reviewed have until May 1st to request a one time one year extension. Documents for review are to be postmarked by June 15.

Clarification of the review process not detailed in our Appendix G is being discussed by the committee with input being sought from our Department Chair and the Secretary of the Faculty.

Our next meeting to assign primary reviewers will be Tuesday, May 2nd, 2006, at 10:00 a.m. via WisLine.

This concludes my report.

Motion by McIntee, second by Kooiker to place the standing committee reports on file. Motion carried.

9. Professor Committee – Faden Fulleylove-Krause reporting for Mary Meehan-Strub.

Professors serving on the 2005-2006 and 2006-2007 Professor Committee include: Faden Fulleylove-Krause, Pat Rychter, Marilyn Herman, Mary Brintnall-Peterson, and members reelected include Chris Kniep, Karen Dickrell, and Mary Meehan-Strub.

The Committee requested input from faculty member's eligible to apply for Professor regarding the two formats for submitting materials for promotion--vita and portfolio. Sixteen of the 17 eligible faculty replied with 7 preferring to have both the vita and portfolio formats offered, and 9 indicating only the portfolio needed to be offered. By consensus, the Committee decided to revisit this issue in 2-3 years, with a look toward only accepting the portfolio format.

The Committee reviewed Department documents and requested input from Ray Schultz, Secretary of the Faculty, seeking information to answer the question "*Do limited appointment employees with back up appointments in our dept have the right to seek promotion to Professor?*" The Professor Committee recommends that 1.02 of the Department of Family Development Bylaws be revised to include a statement about department members status when they accept limited appointments in the UW System. The statement as revised would read:

"1.02 The members of this department shall be UW-Extension faculty who profess expertise in the discipline area of family development and who hold appointments of one-half or more in the University of WI-Extension, Cooperative Extension. This department includes county, multi-county, and statewide faculty who program through a variety of functional units in UW-Extension. All faculty holding membership in this department shall have the right to vote or participate otherwise in department meetings when consistent with committee duties and responsibilities. **A department member that accepts a "limited" appointment in the UW System shall be an "inactive" department member. None of the department rights or responsibilities applies to inactive department members.**"

The Committee requested time to share and discuss the information received and their recommendation with the Department membership. This discussion is included as a part of today's Department meeting and will take place later on the agenda.

Fulley-love Krause moved to place the report on file. Motion carried.

10. Executive Committee – Donna Doll-Yogerst

The Executive committee has not met.

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

11. Ad Hoc Committee Reports

a. Remembrance - Kathy Hetzel -

The department honored Rita Straub and Lana Anderson as retirees this spring. Both received a hand made remembrance box. For these gifts it was requested of department members to forward a personal card, picture or remembrance to share with the retirees to be included in the boxes. We will continue to offer this option for colleagues to add a remembrance enclosure for future retirees. To replenish the remembrance fund, each department member is asked to contribute \$5 to their district representatives this spring.

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

12. . Faculty Tenure Advisory Committee –Karen Dickrell/Kathy Eisenmann

The committee reviewed seven portfolios in February. In March, we reviewed three portfolios. Recommendations were forwarded to the Dean’s office.

The FTAC committee has prepared a “Tips” sheet that was shared after the meeting.

Mary Fran Lepaska will begin her term with FTAC July 1, 2006. Kathleen Eisenmann continues to serve on the committee. Karen Dickrell completes her term.

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

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

Introduction (Mary Gruenewald)

Shared governance means that as faculty we have representation in matters that affect us. It means we can influence policies and procedures relative to working conditions, salary and benefits. Department of Family Development representation on Faculty Senate/University Committee is your opportunity for shared governance. The following Faculty Senate reports provide highlights of recent issues being addressed.

a. Administrative Integration Steering Committee (AISC) and UW-Colleges/UW-Extension Transition Team Updates

The AISC Committee continues to meet monthly. This committee focuses on integrating administrative functions where feasible (e.g. a joint UW-Colleges and UW-Extension EEO director position, an Instructional Technology subgroup is working toward fuller integration on some services such as a consolidated server, and the location of the chancellor’s office).

Future Chancellor David Wilson appointed a transition team to identify key issues that will command his attention during his first six months as chancellor, which begins May 1. One of the team’s main jobs will be to plan a series of formal listening sessions around the state where the chancellor will gather broad input from internal and external stakeholders. The team is broadly representative of both institutions. Two members of University Committee/ Faculty Senate are

on the transition team, Corliss Olson and Madeline Gotkwicz, as well as WNEP coordinator Nancy Coffey.

b. (Luanne Meyer) Yvonne Horton made the following points on **UPG#7-the reassignment of tenured faculty**:

Yvonne's message was strong in emphasizing the value that administration places on Extension employees through the shared partnership and governance policies that have been developed and updated.

Main points which support her statements were:

- 1) With lateral transfers, the state is picking up the added salary if a county hires someone making a transfer. The state is also paying for relocation costs and any needed retraining costs.
- 2) Employees, when hired, need to know and understand that they are hired by UW-Extension, not by the county. The UW-Extension employee is contracted by the county to provide services.

Yvonne stated that the administration tries to be proactive, take a leadership role, which is especially challenging with the budget situation. In preparing ourselves to be proactive, we provide education to county board supervisors and continue to communicate the value of Extension to key stakeholders at all levels. We all need to continue telling the Extension story. Jennifer Garner as our liaison to legislators tells the story at that level. The chances of this situation happening more and more are increasing as a non-mandated agency and in light of budget reductions.

Two documents in place are:

- 1) Cooperative Extension Guidelines for Implementing UW-Extension Unclassified Personnel Guideline (UPG)#7:Recommendations for lateral transfer and /or Retraining of Tenured Faculty (Revised November 2005)
- 2) Expectations and Guidance Document for Reassignment of Tenured Faculty (Adopted November 2005) this document spells out the responsibilities of each partner within the Cooperative Extension system.

c. no report

d. **Limited Appointment** - A review of employment policies and practices has recently occurred due to a few highly publicized cases. We are all familiar with the new policy on sick leave (i.e. sick more than 5 days in a row requires a Dr. note) The limited appointment issue affects only senior executive administrative positions.

e. **UPG#12 – Felts-Podoll** discussed UPG #12 which discusses how the university determines merit through tenured faculty review and how merit is awarded for pay plan. Appears to be a disconnect between TFR and pay plan awarded by administration. When merit is awarded in TFR, it will be pay plan merit in that year. Subsequent years determined by other things, including institution goals. Also discussed salary issues of compaction and compression.

Motion by Felts-Podoll, second McIntee to place senate report on file. Motion carried.

14. Systemwide Extension Council – Edie Felts-Podoll

Discussed the Adult Student Initiative-providing degrees for older adult students in order to finish or extend degrees. Looking at hours to teach classes, ease of transferring credits, getting jobs that will pay, offering classes that are applicable.

Motion by Felts-Podoll, second by Fulley-love Krause to place this report on file.

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

Efforts focused around reassignment of tenured faculty, dismissal of faculty in special cases (developed letter with Yvonne Horton), Chancellor Transition, UWEX & Colleges integration, Strategic Planning (the CEAC sub-committee I serve on), UPG 12 tenured faculty review and merit, consistency across academic departments – i.e. DFD is on different timeline for TFR. The other depts. aligned with the merit time line. We also use different categories for merit identification. The feeling is that united we stand and that we all send the same clear message to administration. RBC & Multicultural Awareness are both very important in our system. We all need to participate and engage in these efforts. While it may seem that a lot is coming at us at once, it is really spread out over a long period of time.

The items that eventually get to University Committee and Senate often start with the Academic Department Chairs or with the Academic Leadership Standing Committee.

Please visit the academic leadership standing committee website periodically to stay tuned to what is being proposed:

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

CEAC meeting agendas and minutes can be found on D2L

<http://www.uwex.edu/D2L/>

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

16. Ad Hoc Committee on Mentoring

Kathy Eisenmann and Marma McIntee led the discussion by members on the need to reappoint the ad hoc mentoring committee for the department. Consensus was to reappoint the committee for the purposes of designing additional professional development opportunities on the roles and responsibilities of mentors, mentees, and to provide information to department members. Suggested topics included roles of the mentor teams and the Standards Rank, and Promotion Committee; the differences between the vita format and criteria for rank change and the portfolio format and criteria for rank change; demystifying the reflection piece and the role of the program area (especially during the first 3 years) in supporting probationary faculty. Several types of delivery methods were discussed, specifically, a lunch ‘n learn format or a D2L format.

Kathy volunteered to send out an email to the prior committee members inviting them back to the committee. Department chair can then reappoint department members to the committee. She'll do that within the next week or so. The discussion was concluded at that point.

Motion by Kniep, second by Dickrell to place report on file. Motion carried.

17. Discussion of potential bylaw implications related to Limited Term/Academic Department Backup Appointments with possible committee appointment.

There was a discussion of how to clarify what the department's position is on limited term appointments-administrative only. Can they get a rank change? Vote? Be on committees?

Motion by Eisenmann, second by McIntee to refer the issue of limited term/academic backup appointments to the Professor Committee for review. Motion carried.

18. Comments from Family Living Program Area - Nan Baumgartner brought comments from Laurie Boyce, program leader. Commented on new colleagues and open positions, funding for teams, institutional plan roles available and RBC training.

19. Doll-Yogerst thanked the joint face-to-face meeting design team of Chris Kniep and Pam Peterson and Felts-Podoll for serving as Parliamentarian for this meeting.

20. Adjourn

Doll-Yogerst, chair, declared the meeting adjourned at 12:00 pm

Future meetings of the Department of Family Development: To be determined for WisLine in August, December, April.

Respectfully submitted,

Peggy Nordgren, secretary

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