

DRAFT

**Department of Family Development
WisLine Meeting
May 18, 2009
1:00 am – 3:00 pm**

MINUTES

1. Call to order

Meeting was **called to order** by Donna Doll-Yogerst, Department Chair at 1:05 pm.

2. Certification of Wisconsin Open Meeting Law compliance

Secretary 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. Detra replied on May 7, 2009 that it was posted.

3. Additions to and Adoption of agenda

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

4. Introductions

Parliamentarian –Edie Felts-Podoll

Welcome New Educators – Langlade County-verbal commitment

Marquette County – Sue Allen, Extension Associate

5. Roll call was taken by Nordgren.

Present

Nan Baumgartner, Linda Bruce, Mary Campbell Wood, Jackie Carattini, Jennifer Caravella, Beverly Doll, Donna Doll-Yogerst, Karen Ehle-Traastad, Kathleen Eisenmann, Connie Eisch, Edith Felts-Podoll, Angela Flickinger, Mary Geissler, Barbara Haynes, Linda Heppner, Patti Herman, Marilyn Herman, Kathleen Hetzel, Brenda Janke, Jane Jensen, Karen Joos, Christine Kniep, Judith Knudsen, Marilyn Kooiker, Joan LeFebvre, Faye Malek, Marma McIntee, Trinke McNurlin, Mary Meehan-Strub, Luane Meyer, Bridget Mouchon, Susan Nagelkerk, Peggy Nordgren, Mary Novak, Peggy Olive, Linda Olson, Gail Peavey, Pam Peterson, Jane Schaaf, Ruth Schriefer, Michelle Tidemann, Dianne Weber, Jenny Wehmeier, Tedi Winnett, Lori Zierl, Teri Zuege-Halvorsen

Quorum – 46/60 members present

Excused

Beverlee Baker, Nancy Crevier, Karen Dickrell, Mary Gruenewald, Julie Keown-Bomar, Kathleen Metzenbauer, Cynthia Muhar, Molly Spaulding, Joan Sprain, Nancy Stoutenborough-Brooks

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Absent

Mary Brintnall-Peterson, Kristen Bruder, Cynthia Jacoby, Marcia Jante

Retirees present: none

Inactive present: Laurie Boyce

6. Volunteer **team to review minutes** – Doll-Yogerst thanked Mary Gruenewald, Linda Bruce and Cyndy Jacoby for reviewing the March 2009 meeting minutes. Linda Bruce, Pam Peterson and Lori Zierl volunteered to review the May minutes.

7. Review and **approve minutes of March 30, 2009 meeting** as distributed via e-mail.

Motion by Doll, second by Olson to place the minutes on file. Motion carried.

8. **Comments from Family Living Program Area** – Laurie Boyce

- a. no new information on the budget
- b. All Family Living Conference is in November 2009
- c. Dr. Clifton Barber will start on August 24, 2009 as a specialist on aging issues, replacing Mary Brintnall-Peterson, who is retiring in early July.

9. **Standing Committee Reports**

- a. **Vice Chair Committee** Report – Lori Zierl, acting chair

Web pages have been updated and the newly updated Mentor handbook is now available on the web site thanks to Doll-Yogerst's support staff person. In the future, if there are updates needed for the web page, Vice Chairs will submit to the chair of the Vice Chair committee who will submit revisions to Doll-Yogerst.

The Vice Chair Committee has discussed different ways to reach out to department members. People are interested in learning how to be better mentors and mentees. There is also a cost in having face-to-face meetings. The pros and cons of WisLine/WisLine Web were discussed. Also discussed were some possible topics that might include building relationships; who is responsible for various aspects of the relationship; and team dynamics. The committee also talked about incorporating some RBC materials in the training to build on such as the Team Dimensions.

The committee will have a face-to-face meeting in Stevens Point on July 29th.

Lori Zierl will be the Acting Vice-Chair until Karen Dickrell returns from medical leave.

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

On May 13, 2009, the SRP Committee met via a WisLine. Discussion items included updating the SRP Committee binders with current Department documents. As of July 1, 2009, the SRP Committee will consist of: Ruth Schriefer, Chair, Mary Geissler, Gail Peavey, Marilyn Kooiker, Marcia Jante, and two

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new members Jennifer Caravella and Shelley Tidemann. Malek welcomed Caravella and Tidemann, and thanked Linda Olson whose term will end on June 30th. A special thank you went to all committee members for their many hours of service and dedication.

A letter written by the current Faculty Tenure Advisory Committee Chair, Mike Ballweg, was sent to all Department SRP Chairs and read at the SRP meeting. His reflections were written after evaluating all of the portfolios submitted to the FTAC Committee this year. The comments are helpful for candidates and their mentors. He stated:

“While FTAC focuses on evaluating the “body of work”, there are a few comments that can provide strength and professionalism to the portfolio. Portfolios should be free of spelling and grammatical errors. Numerous exhibits of the same type are repetitive and can be limited (i.e. newsletters, PowerPoint presentations, etc.). When materials are adapted from someone else, highlight within the document the changes contributed by the candidate. Extension work often involves collaboration with other agencies. Candidates need to clearly specify their contribution to collaborative work. It is the candidate that is seeking a promotion, not the team. Lastly, encourage candidates to “tell their story”, in a concise, clear, and readable format.”

The Committee wishes to remind colleagues to participate in the July or September tenure workshops, and of the next SRP review dates which are:

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

The members approved an Emeritus Status letter for Mary Brintnall-Peterson who will be retiring.

Linda Olson also thanked Faye Malek for her years of service on the SRP Committee.

c. Research and Studies Committee Report – Patti Herman reported for Cyndy Jacoby

The Research and Studies Committee met May 12 and 13. Six papers were reviewed. There will be an orientation at the July meeting and an August meeting to review any papers and elect new chair and recorder.

d. Tenured Faculty Review Committee Report – Tedi Winnett reported for Luane Meyer

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

Of the eleven faculty members up for review this year, five department members have requested a one year extension. Six members will be reviewed on either July 21 or 23. All reviews are conducted via WisLine.

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Numerous attempts to find a “fill in” for TFR Committee member Patricia Rychter were unsuccessful. The committee will move forward as a committee of four. This should not cause any problems for the committee.

d. **Nominations Committee Report**

The Nominations Committee has not met since the last department meeting, but has conversed via e-mail in the replacement of openings in the Tenured Faculty Review committee and the Research and Studies committee. The search for Research and Studies committee was for the replacement of Patricia McGee from Northern District and for Tenured Faculty Review replacing Pat Rychter. Kathy Hetzel will be replacing Pat Rychter as of August 31, 2009, however we were searching for someone to assist in coverage until that time.

Motion by Caravella, second by Bruce to place standing committee reports on file. Motion carried.

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

The Professor Committee has not met since the last Department meeting. The Committee will elect their Chair and Secretary at their first meeting in the fall.

All Associate Professors who meet the criteria for the rank of Professor are encouraged to consider and begin compiling their documentation for review this fall. Candidates’ statement of intent forms are due to the Department Chair by August 1.

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.**

Since December, Patricia Rychter has received her retirement box. There are two upcoming retirements in July of Mary Brintnall-Peterson and Linda Heppner. They both will be receiving retirement gifts in June. Please send cards to Angela Flickinger by June 1st. Please send news of 2009 retirements to Angela Flickinger and Donna Doll-Yogerst. If requested, retirements will be kept confidential. The retirement fund needs replenishing, which will be done at the Family Living Conference in November of this year. A \$5.00 gift from all department members will be greatly appreciated at that time.

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

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

The Faculty Tenure Advisory Committee met via WisLine on Monday, March 30th. The WisLine discussion focused on changes to the Secretary of Faculty position and the support needs for FTAC. A letter recommending a continuation of the Secretary of Faculty position was drafted and forwarded to Christine Quinn on behalf of FTAC. A second FTAC meeting was conducted via WisLine on May 13th. The Committee will hold a business meeting and orientation for new committee members in Stevens Point on October 5th. Dates to review promotion documents were established: Nov. 23 and 24, 2009, Feb. 15 and 16, 2010, and March 16 and 17, 2010.

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

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

State Budget Status: Chancellor Wilson provided an overview of the proposed wage freeze and implementation of furloughs for state employees. He was scheduled to meet with the Governor Friday May 15th to discuss the impact of these proposals. University Committee and Academic Staff Council members shared perspectives and questions regarding these proposals. The UC/ASC thanked Chancellor Wilson for holding the “Town Hall Meeting” WisLine and the frequent e-mail messages regarding the budget. A joint resolution by the University Committee and Academic Staff Council opposing the loss of the 2% salary increases and furloughs was passed. The resolution will be sent to Governor Doyle, President Reilly and Chancellor Wilson (a copy was forwarded to all faculty).

Secretary of the Faculty/Assistant Vice Chancellor: Since the original posting of the Assistant Vice Chancellor position, governance groups and departments have worked diligently with Provost Christine Quinn to re-instate the Secretary of the Faculty position. A revised and renamed position description was developed and posted. While the original request was to keep a separate Secretary of the Faculty position, the combined position specifies that the Secretary aspect of the position is at least 50% of the position.

Collective Bargaining – Shared Governance: Collective Bargaining options for UW employees remains in the Governor’s budget. Multiple options for units are possible if approved, including combining faculty and academic staff from the same institution in the same bargaining unit.

Domestic Partner Benefits: A resolution supporting Domestic Partner Benefits was drafted and approved by the University Committee.

Faculty Tenure Orientation Workshops: The first orientation workshop was cancelled due to low enrollment. The remaining offerings are:

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Thursday July 9 and Thursday September 24 held at the Holiday Inn Stevens Point 9:00 a.m. – 3:00 p.m. Target audience includes 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, was originally scheduled for May 19th. The workshop is being rescheduled for August/September.

Article 4: Document revisions approved in 2008. Currently being reviewed at the System level.

Appendix II B. Revisions: Document revisions approved in 2008. Currently being reviewed at the System level.

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

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

No report.

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

16. **Department Chair Update** – Doll-Yogerst

The CEAC major area of focus has been strategic planning. The next meeting is May 27 and there are no meetings in June. Because CEAC has not met this month, Doll-Yogerst asked Jennifer Caravella to share the work the Strategic Planning Implementation team is doing.

The Academic Department Chairs welcomed new member, Dave Hart, Geological and Natural History Survey. The next meeting is June 11th.

DFD members and Program Area representatives serving on the Scholarship committee include: Nancy Brooks, Donna Doll-Yogerst, Angela Flickinger, Chris Kniep, Edie Felts-Podoll, Faye Malek, Jackie Carattini, Julie Keown-Bomar, Lori Zierl, Kathy Hetzel, Nan Baumgartner, Nancy Crevier, Nancy Peterson, Pam Peterson, Ann Keim, and Ruth Schriefer. The Zoomerang survey many department members completed guided a rich discussion. Discussed centered on scholarship/scholarly work as the way people do work in UWEX-CES. Sometimes colleagues are told they must do this to receive a promotion, whereas everyone needs to do it regularly. It is about improving programs and programming. It is guidance in where a program could go.

Committee members shared their experience on the committee.

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

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17. Website

Continue to send Doll-Yogerst information for the web site in the format it is to be posted in. It is also helpful if you let her know exactly where it should be placed on the web site. Print out website page and give specific directions.

18. Announcements

Please forward outstanding TER to Doll-Yogerst by May 26th. Send June TER as they occur to get into the system before July 1.

Doll-Yogerst stated she will be attending many of her son's Wisconsin All-Stars College Pro Scout baseball games throughout the USA this summer. If issues arise, please contact Mary Meehan Strub, chair of the Professors Committee as she serves as DFD chair backup. Doll-Yogerst stated she would share her schedule with Mary.

Please notify Doll-Yogerst of the chair and recorder for each of the department committees. She will update the DFD Committees list to reflect this information.

19. Meeting was **adjourned** at 2:14 pm.

Future meetings: Monday 1:00-3:00 pm

July 27, December 7

Passcode: 8163

Respectfully submitted,
Peggy Nordgren, secretary
Department of Family Development

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