

Approved 11/06/07

**Ad Hoc Documents Committee Meeting
Department of Family Development
Monday, June 11, 2007
WisLine**

Present: Nancy Crevier, Kathy Eisenmann, Peggy Nordgren, Linda Olson, Judy Knudsen, Jackie Carattini, Chris Kniep

Absent: Bev Doll, Jane Jensen, Michelle Tidemann, Janay Ziebell

Call to order - Meeting was called to order by Peggy Nordgren at 2:05 p.m.

- I. **Welcome and Introductions** – Nordgren welcomed everyone to the meeting.
- II. **Certification of Wisconsin Open Meeting Law compliance** - Nordgren certified the meeting was in compliance with Open Meeting Law by indicating it was posted through Mary Detra's office as required by Open Meeting Law Section 19.84 of the Wisconsin State Statutes.
- III. **Review Purpose of Committee/Committee Tasks** – reviewed minutes of previous meeting pertaining to purpose.
- IV. **Report on executive committee and chair's responsibilities** – Knudsen reported on her email from Ray Schulz concerning the purpose of executive committees and the feasibility of an advisory committee. Currently, our executive committee delegates all its duties to other committees except being the appeal committee for tenure issues. Our department chair feels we need some group to be available in a short period of time to give advice on department appointments or whatever is not a clear cut issue. Currently, the Vice Chair Committee is a communication link to members, not an advisory committee. Agreed that another elected committee would be too much. Suggested an advisory group made up of someone from all standing committees, Committee of Professors, one faculty senator and one person on the Faculty Tenure Advisory Committee.

Still need a list of items from current chair that she didn't find in the bylaws and thought they should be there. Nordgren will ask her for the list. Discussed the need for standing rules to clarify items rather than putting everything in the bylaws and appendices. Standing rules could be changed easier and faster. Currently, each committee probably has a set of instruction for carrying out committee duties.

- V. **Review mentoring/tenure process in other departments**– Began discussing other documents using chart developed by Marma McIntee for the Mentor Team Committee. All departments have mentoring teams, but are configured differently. In the Department of Agriculture and Community Resource Development, vice chairs have major roles and are therefore tenured faculty. Department of Youth Development and

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Community Resource Development have more instructions and appear to be more prescriptive. Ours are less prescriptive, which seems to cause problems. Consensus is that our mentoring team system is okay. Issues seem to be:

- A. we need clear, specific examples of scholarship and good portfolios that are shared with probationary faculty and mentor team members.
- B. we need consistent language so people aren't confused. Should we put Articles IB and IIB in our documents? We currently refer to the articles as a resource in our documents.
- C. we need a definition of terms for the tenure process.
- D. we need mentor team training immediately after the bylaws and appendices are completed because many people on mentor teams have never written a portfolio.

VI. Develop talking points for discussion at department meeting

At the last meeting, committee discussed developing talking points for the department meeting discussion on:

- The role of probationary faculty
- Potential role of a new "leadership council"
- How to improve the tenure process as it relates to mentoring, vice chair committee and SRP committee.

At this meeting, we decided to suggest the advisory committee concept for members input at the August department meeting.

VII. Next Steps

- A. Get input from department members on bylaws and appendices, specifically advisory committee.
- B. Direct department committees to review and revise their sections of the bylaws
- C. Documents Committee will meet in September to review input from August department meeting and in November to review committee's revisions. May be ready for full department approval at the March or April department meeting.

VIII. Assign New Tasks

- A. Nordgren will contact department chair for list of things not in bylaws
- B. Nordgren will contact department chair to be on the agenda of the next department meeting and develop and send a suggestion for the development of an advisory committee to members before the meeting.
- C. Committees are assigned to review their section of the bylaws and appendices, make any changes and return to the Documents Committee by November 1, 2007. Document committee members will communicate this to their respective committees.
- D. Nordgren will begin reviewing the bylaws to look for inconsistency in language from one section to another.

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IX. **Set Meeting Dates** – September and November 2007. Nordgren will arrange for WisLines and email the dates and times.

X. **Adjourned** at 3:30 pm.

Submitted by Peggy Nordgren, chair

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