

Department of Family Development Ad Hoc Mentoring Committee
Meeting Minutes
June 18, 2007
9-11 a.m.
via Wisline Teleconference

- 1) Call to Order – Department Chair, Donna Doll-Yogerst called the meeting to order.
- 2) Welcome/ Introductions Present: Peg Nordgren, Marma McIntee, Karen Dickrell, Jane Schaaf, Mary Geissler, Donna Doll-Yogerst, Nancy Brooks
- 3) Certification of Wisconsin Open Meeting Law –Donna Doll-Yogerst indicated that the agenda had been posted according to the Wisconsin Open Meeting law with Mary Detra on 6-11-07.
- 4) Election of Chair/Co-Chairs (now until June 30) – Marma McIntee moved to nominate Karen Dickrell as chair of the committee. Second by Peg Nordgren. Nominations were closed and Karen was elected by unanimous vote. Chair Dickrell facilitated the remainder of the meeting
- 5) Election of Recorder (July 1-June 30) Jane Schaaf nominated Marma McIntee to be recorder. Second by Peg Nordgren. Nominations were closed and motion passed.
- 6) Review and Approval of November 1, 2006 minutes Motion by Marma McIntee, second by Peg Nordgren for approval of the November 1 meeting minutes. Motion carried.
- 7) Additions to Agenda (discussion items only) There were no additions to the agenda.
- 8) Review of Committee Ground Rules
Discussion: Identifying a set of ground rules to operate by would be helpful for the committee. The following were proposed to begin with. Others can be added later if necessary:
 - Be respectful of each other’s right to voice opinions even if we disagree
 - The challenges to the department and mentor process should be discussed in general and if specific examples arise confidentiality will be honored.
- 9) Review of Committee Charge
The charge to this committee follows:
 - 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.
- 10) Review Mentor/Mentee Lists
 - There has been a challenge with the list as VC committee maintains it and it is not as up to date as it should be. Have also been experimenting with assigning mentors earlier than is tradition. Discussion about what other departments do. This relates to the committee’s charge as it relates to VC committee and the changing of documents. Will be a large part of future discussions. Examples were shared.
 - Should we think about a (team, committee of) mentors and that this would be their contribution to the department rather than other committee membership. Discuss regarding the qualifications of members and their role (some are better in the role than others).
 - Updating handbook and orientation to discuss this relationship are important to “developing” good mentors. Presently the VC committee seeks out mentors and act as advisory to chair when assignments are made (get info form districts), etc.
 - There will be a need to changing documents to reflect these changes. Peg indicated the need for document changes by November. Initial changes may be made this year but reviewed and added to later. Suggestion about potential for Secretary to keep track of the mentor assignments.

- Future questions: What are the issues in mentoring? Who leads the process-mentor or mentee? Are we seeing a strong commitment to department work on the part of faculty? And reflected in commitment to mentoring? .
- The committee will need to look at the change in the last 5 years in not only portfolio process – some not on the bus—but also change in how we program. May need to be prescriptive initially with the mentor process. Provide curriculum and resources for teaching to mentee. Not any different than what we do in our counties when we work with groups. We lead/teach and develop leaders. Then we let them lead. It's a balancing act. It is a complex issue and process.

11) Update Mentor Handbook

These are the challenges:

- Review the present forms for annual reviews, etc.
- It is important to consider the criteria for promotion in the review forms.
- Look at examples from other departments.
- There are issues with having multiple forms, people don't know what forms to use, etc.

Assignment: The Committee should review forms from the DFD and other Departments and be prepared to proceed at next meeting.

12) Review of Bylaws/Appendices related to this committee

Assignment: The Committee should review forms from the DFD Bylaws-Appendices B1, B2, and H and be prepared to proceed at next meeting.

13) Insights, what have we learned from other departments

Encourage others to look at the web sites of other departments for ideas.

14) Mentor Orientation (possible rotating curriculum etc.)

Consider developing a mentoring curriculum that could be used (rotated) over a 3 year period. Also have follow up with mentors on dept. wislines, etc.

15) Discussion/Review of Discussions with Program Area

Marma will send list of ideas that we are considering as a result of these discussions. Some ideas are being implemented.

16) Regional Tenure Workshops review/discussion (any a-ha's)

Good info on role of bias in decision-making, not enough involvement from faculty.

17) DFD Committee Report by Chair or rep.

Chair Karen Dickrell will report at the Aug 6 Department meeting via wisline, 1-3pm

18) Discussion of Next Steps

19) Next Meeting Dates: Wisconsin Dells, Aug. 17, 9:30-2:30pm

20) Any Other Business

21) Adjournment Motion by Marma McIntee, second by Mary Geissler to adjourn. Motion carried
Respectfully submitted,

Marma Jean McIntee

Marma Jean McIntee, Secretary
Ad Hoc Mentoring Committee, 2007-08