



**Department of Family Development
Standards, Rank and Promotion Committee
Meeting Minutes
June 30, 2005
10:00 am 12:00 pm
Wisline**

1. Call to Order

Chairperson Peggy Olive called the meeting to order at 10:00 am

2. Certification of Wisconsin Open Meeting Law

Chairperson Peggy Olive reported that the meeting notice and agenda were posted in compliance with the requirements of the Wisconsin Open Meeting law, Section 19.84 of the Wisconsin State Statutes.

3. Adoption of the Agenda

Nan Baumgartner moved to adopt the agenda. Rita Straub seconded. Motion passed.

4. Roll Call – Mary Novak

Members present were Nan Baumgartner, Kathleen Metzenbauer, Rita Straub, Peggy Olive, Mary Novak, Marma McIntee, and Dianne Weber. Also present was Gail Peavey, incoming committee member.

5. Approval of Minutes from April 1, 2005 meeting

Marma McIntee moved to approve the minutes. Nan Baumgartner seconded. Motion passed.

6. Old Business

- Tenure preparation workshop evaluation
Participants appreciated the mock review. In the evaluation, there was a comment about conflicting information. The responses on the same topic were slightly different. There was a suggestion that perhaps break-out sessions for those people who were in positions for shorter and longer periods would be helpful.

- Summary of recommended by-laws/appendices updates
Last fall our committee reviewed the Bylaws and made updates/recommendations. Something needs to be done to move them to the next level. It was decided that the new SRP Committee should review them one more time as a first order of business and then send them to the Department Chair.

- 7. New Business**
 - Election of Chair of SRP 2005-2006
Nan Baumgartner nominated Rita Straub to the position of Chairperson. Dianne Weber seconded. Motion passed.

• Election of Chair-Elect of SRP for 2005-2006

Dianne Weber nominated Marma McIntee to the position of Chair-elect. Nan Baumgartner seconded. Motion passed.

- Election of Secretary of SRP 2005-2006
Mary Novak nominated Nan Baumgartner to the position of Secretary. Marma McIntee seconded. Motion passed.
 - Candidates for promotion in 2005-2006
Faden Fulleylove-Krause and Donna Doll-Yogerst do not have an official list. They will be sending a letter of intent to the candidates. There are potentially seven candidates: Marilyn Kooiker, Betty Gleason, Rhonda Kleist, Jane Shaaf, Kathy Hetzel, Jane Jensen, and Jennifer Caravella.
 - 2005-2006 SRP meeting dates/locations
Traditionally we have had two meetings per year, however it could be more. The following dates were determined.
Sept. 6, Stevens Point
Dec. 6, Stevens Point
Jan. 12 Stevens Point (Snow date, as needed)
Peggy Olive will send these dates to Faden and Donna.
The committee will set the remaining dates at the Sept. 6 Wisline.
 - Transition of SRP committee materials
SRP Committee binders will be given as follows:
Rita Straub to Sue Nagelkerk
Peggy Olive to Rita Straub
Mary Novak to Nan Baumgartner
Nan Baumgartner to Gail Peavey
 - Definition of “annual review”
There was some confusion about the term, “annual review” after the Tenure Orientation Workshop. Various documents have been placed in portfolios for the annual review. Definitions of terms are included in Appendix B.1 (Draft). However, that document is not posted on the website since it has not been fully approved yet. In essence, the candidate needs a letter summarizing that review.
- 8. Other Business – For Discussion Only**
None
Peggy thanked all the members for their dedication and hard work this past year.
- 9. Adjourn**
Marma McIntee made a motion to adjourn. Rita Straub seconded. Meeting adjourned at 11:00 am.

Respectfully submitted,

Mary Novak
SRP Secretary