

**Department of Family Development
WisLine Meeting
July 26, 2010
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 Peggy Nordgren **certified** the meeting was in compliance with **Open Meeting Law** by indicating Mary Detra posted the agenda on July 14, 2010 as required by Open Meeting Law Section 19.84 of the Wisconsin State Statutes.

3. Additions to and Adoption of agenda

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

4. Introductions

Parliamentarian – Kathleen Eisenmann

Welcome New Educators – Sherry Daniels, Portage County, Assistant Professor, 100%, started June 15, 2010

5. Roll call was taken by Nordgren.

Present

Carol Bralich, Nancy Brooks, Linda Bruce, Mary Campbell Wood, Jennifer Caravella, Nancy Crevier, Sherry Daniels, Karen Dickrell, Beverly Doll, Donna Doll-Yogerst, Kathleen Eisenmann, Connie Eisch, Mary Geissler, Mary Gruenewald, Patti Herman, Kathleen Hetzel, Cynthia Jacoby, Jane Jensen, Julie Keown-Bomar, Judith Knudsen, Marilyn Kooiker, Marma McIntee, Mary Meehan-Strub, Kathleen Metzenbauer, Luane Meyer, Peggy Nordgren, Mary Novak, Peggy Olive, Gail Peavey, Jane Schaaf, Ruth Schriefer, Molly Spaulding, Joan Sprain, Lori Zierl, Teri Zuege-Halvorsen

Quorum – 35 /59 members present

Excused

Sue Allen, Missy Bablick (on leave), Karen Ehle-Traastad, Angela Flickinger, Marilyn Herman, Karen Joos, Christine Kniep, Faye Malek, Kathryn Miller (on administrative leave), Michelle Tidemann

Absent

Beverlee Baker, Nan Baumgartner, Erica Brewster, Kristen Bruder, Jackie Carattini, Barbara Haynes, Joan LeFebvre, Trinke McNurlin, Bridget Mouchon, Cynthia Muhar, Susan Nagelkerk, Linda Olson, Pam Peterson, Bonnie Rudie, Jenny Wehmeier, Tedi Winnett

Retirees present: none

Inactive present: Laurie Boyce

6. Volunteer team to review minutes – Doll-Yogerst thanked Chris Kniep, Kathy Eisenmann and Marilyn Herman for reviewing the April 8 meeting minutes and Patti Herman, Sue Allen and Bridget Mouchon for reviewing the March 29 minutes. Judy Knudsen, Jennifer Caravella and Lori Zierl volunteered to review the July 26 minutes.

7. Review and **approve minutes of the March 29 meeting** as distributed via email.

Motion by McIntee, second by Doll to place the March 29, 2010 minutes on file. Motion carried.

8. Review and **approve minutes of the April 8, 2010 meeting** as distributed via email.

Motion by Kooiker, second by Eisch to place the April 8, 2010 minutes on file. Motion carried.

9. **Standing Committee Reports**

- a. **Vice Chair Committee Report – Kathy Metzenbauer**

The Department of Family Development Vice Chair Committee met via WisLine on June 10, 2010. Kathy Metzenbauer assumed duties of chair of this committee on July 1, 2010.

The committee discussed mentor/mentee learning opportunities. We discussed ways the program area and the department can work together on forming mentor/mentee relationships. The Tenure Scholarship Annual Review Forum is scheduled for August 3, 2010 at the Holiday Inn in Stevens Point. Registration is due Friday July 23, 2010. The Tenure Orientation Workshop is scheduled for September 14. Mentors and mentees are encouraged to attend.

The next meeting for the Vice Chair Committee will be via WisLine on September 28, 2010 from 10:00-11:30 am.

- b. **Standards, Rank and Promotion Committee Report – Ruth Schriefer**

The Standards, Rank & Promotion Committee has been involved in presenting information at the Tenure Orientation Workshop that was held in Stevens Point on May 9 and we will be involved at same orientation session in Stevens Point on September 14. All untenured faculty are welcome to attend. SRP & Faculty Tenure Advisory Committee members, faculty governance representatives and mentors are also welcome.

The Tenure & Scholarship Annual Review Forum will be held on August 3 in Stevens Point. The intended audience is SRP Committee members, Faculty Tenure Advisory Committee members, faculty mentors and academic department chairs.

Our committee looks forward to reviewing portfolios for promotion to associate professor and assistant professor. We will be meeting in Wausau on September 9, November 23 and January 26 to review the documents and conduct other committee business.

We would like to congratulate Cynthia Muhar, Beverly Doll, Julie Keown-Bomar, Molly Spaulding, Mary Campbell Wood, Nancy Crevier and Pam Peterson who were promoted to Associate Professor with Tenure in the Department of Family Development effective July 1. Bridget Mouchon was also promoted to Assistant Professor in the Department of Family Development.

The committee will be reviewing the Department by-law and appendices as they relate to Emeritus status and the role of the SRP Committee.

- c. **Research and Studies Committee Report – Patti Herman**

- 1.) **Committee Membership – Current membership stands as follows; the committee will have to elect a new co-chair:**

Patti Herman, Co-Chair (Southern District)
Julie Keown-Bomar (At Large)
Mary Campbell Wood (Western)
New Members:
Sue Allen (Central)
Mary Novak (At Large)
Pam Peterson (Eastern)

Thanks to the following departing committee members: Nancy Crevier, Jackie Carattini, Marilyn Kooiker.

- 2.) Next meeting: August 13, 2010 from 9-11; committee has thus far been notified that there will be one paper to be reviewed.
- 3.) Writing for Publication Survey - A Zoomerang survey was developed as a cooperative venture between the Department of Family Development (Patti Herman, contact person) and Family Living Programs (Nancy Brooks, contact person). The purpose of the survey, which was sent out in May 2010, was to learn about the needs of Family Living colleagues relative to writing for publication. Seventy-four people responded, including Family Living Educators, WNEP Coordinators, WNEP Educators, State Specialists, and Academic Staff. There was wide variation found among respondents in terms of years of experience. A number of issues were identified as being of interest and need. The information from the survey will be used as a basis for developing a professional development series on the topic of writing for publication.
- 4.) Writing for Publication Professional Development Series - The Research and Studies Committee is working with the Family Living Programs area to create and offer a four-part WisLine Web/Webinar on the topic of "Writing for Professional Development." The series will be based on what was learned from the survey that was carried out in spring 2010. Preliminary plans for the survey include 90-minute sessions to be offered monthly beginning in January 2011. The series will involve entities from across the UW as appropriate (e.g., the Writing Lab) and other Department colleagues. The tentative plan is for the final session to consist of a case study or panel discussion with Department members who have been published, focusing on challenges they faced and strategies that contributed to their success.
- 5.) Presentation at October Extension Conference - Nancy Brooks (on behalf of the Family Living Program area) and Patti Herman (on behalf of the Research and Studies Committee) will be presenting a 75-minute session at the October Extension conference on the topic of "Taking the terror out of writing for publication." The session will define writing for professional publication and help participants identify what they see as their biggest challenges to writing for publication. A moderated panel, which we hope will be made up of Extension professionals from across program areas, will talk about their publication "journey." Results of the May 2010 writing for publication survey will be summarized and plans will be shared for the writing for professional development series to be offered in 2011. Participants will also learn about writing resources available through Extension.
- 6.) Appendix F - The Committee needs to re-visit Appendix F based on comments shared during the Mary 29th, 2010 Department meeting. Modifications will be made so that it can be resubmitted to the Department for approval at the next Department meeting.

- d. **Tenured Faculty Review Committee** Report – Luanne Meyer
The Tenured Faculty Review committee conducted reviews with 5 department members on July 15th and 20th. The option of sending Tenured Faculty Review documents electronically was offered as a pilot this year and one document was sent electronically. The next committee meeting is Tuesday, August 17th, at which time the committee will review Appendix G for updates and clarifications. As of September 1, 2010, Kathy Hetzel will take over the chair role.
- e. **Nominations Committee** Report – Joan Sprain
The Nominations Committee has not met since earlier this year. To prevent some of the challenges we ran into on the ballot for 2010, Bev Doll, Past Nominations Chair and Joan Sprain, current Chair will meet face-to-face August 25th to review all records, procedures and by-laws regarding the election. If anyone is interested in having their name based on the ballot let Joan know at anytime. Members do not need to wait until our committee makes a request.

Motion by Campbell-Wood, second by Caravella to place standing committee reports on file. Motion carried.

10. **Ad Hoc Committee Reports**

- a. **Remembrance** – Flickinger (read by Nordgren)
Since March, the department has had two announced retirements. For 2010, the committee has received money from the Eastern, Western, Southern, Quad, and Northern Districts. If the vice chair could send a \$5 donation per person to rebuild the fund from the Central District, that would be greatly appreciated. We have given a box to Edie Felts-Podoll and have a box ready for Mary Gruenewald in Sept. Please send news of retirements to Angela Flickinger and Donna Doll-Yogerst. If requested, retirements will be kept confidential.

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

- b. **Rank Determination at Hire** – Kathy Eisenmann
The committee has met twice since the last departmental meeting. The committee has reviewed the existing bylaws provisions and the charge to the committee from the department. Preliminary draft revisions to the bylaws section have been made and will be reviewed at the next committee meeting. Questions for the Secretary of the Faculty on degree designations and types of professional experience have been forwarded for comment.

The committee intends to have the final bylaw revisions ready in time for dissemination to the entire department and consideration at our face to face meeting on October 21, 2010. Additionally, the committee will lead a panel discussion on the topic of “Why Extension has Tenure” and “Tenure and Extension” at the October 2010 departmental meeting. The committee has posted two documents on the departmental web page and invites all department members to read and review those documents. The committee would appreciate your forwarding any comments or questions regarding the documents to me as committee chair by no later than September 10, 2010. All comments and questions submitted will remain anonymous and will be reported out to the department without edit and in the order received.

All department members are encouraged to submit comments and questions and would especially appreciate hearing from several groups of people:

- Untenured colleagues with partial or split appointments
- Tenured colleagues with between 7-10 years of Extension experience
- Tenured colleagues with more than 15 years of experience

Comments and questions will be used as a starting point for dialogue and discussion among the departmental members. Thanks to Edie Felts-Podoll, Marilyn Herman, Karen Dickrell, Ann Keim, and Donna Doll-Yogerst for their time and contributions to the work. Special thanks to Nancy Crevier for stepping up and joining the committee when we realized we needed additional experience.

The documents can be found at:

<http://www.uwex.edu/ces/flp/departments/documents/WhyDoCountyFacultyHaveToWorkforTenure.pdf>

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

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

The Professor Committee has not met since the start of the new fiscal year. Committee members include: Chris Kniep, Joan Lefebvre, Mary Meehan-Strub, Marilyn Herman, Marma McIntee, Faye Malek, and with Mary Grunewald's pending retirement, Chair Doll-Yogerst has appointed Karen Dickrell to complete her term. The Committee will elect their Chair and Secretary at their first meeting in the fall.

All Associate Professors (15) are encouraged to consider and evaluate whether you meet the criteria for the rank of Professor and begin compiling documentation for review this winter. Candidate statements of intent forms are due to the Department Chair by August 1.

Motion by Meehan-Strub to place report on file. Motion carried.

12. **Bylaw/Appendices Revisions** – Nordgren

- a. Approve bylaw revisions pertaining to Committee of Professors and Emeritus status

Motion by McIntee, second by Novak to accept bylaw revisions. Motion carried.

- b. Approve Appendix E revision pertaining to Committee of Professors

Motion by Meehan-Strub, second by McIntee to accept Appendix E revisions. Motion carried.

13. **Executive Committee** – Donna Doll-Yogerst

The Executive Committee has not met.

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

14. **Faculty Tenure Advisory Committee** - Peggy Olive/Cyndy Jacoby

The Faculty Tenure Advisory Committee has not met since our last Department of Family Development meeting. An FTAC WisLine is scheduled for July 28th in order to confirm meeting dates and locations for November 2010, and for February and March, 2011.

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

15. **Faculty Senate/University Committee Report** – Karen Joos, Jane Jensen, Connie Eisch/Karen Dickrell/Chris Kniep

Highlights of the **Faculty Senate** meeting are as follows: (complete minutes can be found at: <http://www.uwex.edu/secretary/FS/>)

- a. Chancellor update
 - The 2011-2013 state budget is projected to have a \$2.5 billion shortfall. Board of Regents Meeting is scheduled for June 10-11, UW-Milwaukee. On the agenda is a proposed 5.5% tuition increase.
 - Complements to Christine Quinn and David Schejbal for the excellent eCampus leadership. An update was given to the Chancellors several weeks ago. After much discussion, this effort has been renamed to University of Wisconsin System eCampus. This effort has the potential to greatly increase access to the UW System.
 - UW-Extension and UW Colleges must continue to work hard on positioning themselves in preparation for the next Governor. Meetings have taken place with Scott Walker and Tom Barrett which focused on economic development, job creation, and accessibility to higher education.
 - Chris Kniep, University Committee Chair, presented Chancellor Wilson with The University of Wisconsin-Extension Faculty Senate and the Academic Staff Council “Resolution Honoring the Leadership of UW Colleges and UW-Extension Chancellor David Wilson”.
- b. Provost Update - The theme of the update is collaboration and excellence:
 - Comprehensive Community Infrastructure has completed due diligence process.
 - Sustainable Broadband Adoption is nearly completed due diligence process.
 - For additional info:
http://www.uwex.edu/ces/cced/economies/broadband/uwex_btop_grant_applications.cfm
 - Sustainability Initiative: The goal is to position us as an institution that leads innovation around community sustainability and creates an educational network for Wisconsin communities. Next steps include taking an inventory of UW-Ext and UW Colleges resources, exploration of funding sources, completion and distribution of policy recommendations from the Policy Forum. For additional info -- <http://sustainablecommunitiesforum.wisconsin.edu/>
- c. Secretary of the Faculty/Academic Staff and Assistant Vice Chancellor Update:
 - Program Innovative funds call for proposals have generated 21 proposals totaling more than \$500,000.
 - Work continues on the UWEX website redesign. It is scheduled to go live mid-July.
 - Carnegie Classification – Approximately 200 institutions have this nationally recognized classification. The deadline is September 1.
- d. Chair report
 - The search and screen Committee for the new Chancellor for UW-Extension and UW Colleges is making progress. The position description appears to be in its final version.

The next Faculty Senate meeting will be September 7, 2010.

Motion by Eisch, second by Doll to place faculty senate report on file. Motion carried.

University Committee met July 13th at the Red Gym in Madison. An email summarizing updates was sent out by the Secretary of the Faculty Greg Hutchins last week.

The 10% Research Engine exercise information was shared at the University Committee and they are now looking at a meeting of the Faculty Senators to review the process at an upcoming meeting.

An orientation meeting is being planned for August for all Faculty Senate/University committee members. An orientation handbook was recently sent to new members.

Karen Dickrell will be representing University Committee on System-wide Council; the first meeting will be Sept. 8th.

At the joint meeting: Acting Chancellor Marv Van Kekerix attended the joint meeting of Academic Staff Council and University Committee. He encouraged all staff to take an active role in nominations for the Chancellor role and participate in the interview process later this year.

Christine Quinn shared information on collaboration and excellence as a key factor in our future efforts. There is a plan to increase 4-H involvement with underserved youth. A proposal for an innovative grant has been submitted.

Program Innovation grants had 21 requests and 9 awards were made, see the email from the Secretary of Faculty for more details.

The secretary of the faculty website will be launched soon – watch for it! Extension Scholars will be featured and I believe Molly Spaulding will be representing our department as one of the featured scholars.

Chris Kniep will continue on University Committee as past chair, and advisor to the group.

Motion by Dickrell, second by Eisch to place University Committee report on file. Motion carried.

16. **System wide Extension Council** – Connie Eisch

Welcome and Overview of UW-Milwaukee School of Continuing Education – Dean Patricia Arredondo

Provost Quinn discussed working as a system: leveraging assets across the state. Working in small groups we discussed:

- An example of when we saw the UW-Extension network collaborate to meet community needs.
- What are the needs of the Milwaukee community that UW-Milwaukee is unable to meet?
- How are other campuses serving the Milwaukee market?
- How can the UW-Extension network collaborate to better serve Milwaukee?

For a complete copy of the minute go to:

<http://www.uwex.edu/secretary/extension-council.html>

The next meeting will be Wednesday, September 8, 2010 in Madison

Motion by Eisch, second by Zierl to place report on file. Motion carried.

17. **Council for Strategic Change** – Mary Meehan-Strub

As faculty in this Department, each member should have or will have the opportunity to provide input in the district sessions that Dean Klemme is holding to proactively address the future funding and organizational structure of UW-Extension. (10% reduction exercise) There is a blog scheduled to be up on the web, with further opportunities for individuals and groups to provide input as to what faculty can do to sustain and grow UW-Extension's resource engine, ideas for cost saving while maintaining our effectiveness, and opportunities. The information is being analyzed and will be used for round table discussions as a part of the program at the all-staff conference this fall. Department members are strongly urged to be active in this process; share your ideas and be heard.

Aligning with the value of Inclusiveness, there are three activities that are taking place-- Inclusive Excellence—a UW System initiative and climate study, a redesigning of Extension Civil Rights processes, and the Council for Strategic Changes work to align culture, operations, buyout of time.

The Council facilitated two discussions with key individuals, some from the institutional level, to align efforts relative to expanding access, and inclusion and about scholarship and our purpose.

Motion by Meehan-Strub, second by Caravella to place report on file. Motion carried.

18. **Scholarship Committee Report** – Nancy Brooks
No report was given.

19. **Department Chair Update** – Donna Doll-Yogerst

CEAC Report: (May 26, 2010)

-Updates on the National Extension Administrators' Conference, federal budget issues, AFRI grant proposals, chancellor search committee, legislative negotiations on the child nutrition program reauthorization act and SNAP-Ed program, and Basin Educator program were provided.

-The 10% exercise will be focused on Structuring Ourselves for Success in the Future in the Face of Declining Fiscal Resources. The Boundary Conditions for the exercise include: retain local presence, maintain commitment to UW System, practice inclusiveness and transparency in decision-making; shared decision making with the Dean having final responsibility for budget decisions, continue professional development opportunities, and one-time funds may be used for bridging long-term budget shortfalls and base adjustments will be required. The Dean is asking for suggestions that demonstrate structural changes and insights about the questions being asked throughout the organization at this point.

-Each of the units represented on CEAC described their value-added to UW-Extension. Twelve percent of the organizational budget is in administration, with 8% of this being for personnel.

-An update of the state conference was provided, and the Dean will send a message urging colleagues to register.

-Greg Hutchins, Secretary of the faculty shared an update on the Faculty Governance Unit (FGU) election results, and an orientation for the FGU Chairs.

-As a follow-up to the Civil Rights workshops with EEO/AA specialists, it was pointed out that Extension educators need to know their own county's demographic data, and program planning must include outreach to underserved audiences and demonstrate we are moving toward parity. Extension will move forward with establishing a support team to carry out colleague education and to be core members of Civil Rights Days Visiting Teams with administrative and financial support.

Motion by Doll-Yogerst, second by Meehan-Strub to place report on file. Motion carried.

20. **Program Director Comments** – Laurie Boyce
- Positions – Adams County in progress, search and screen committee for a Poverty Specialist
 - Team coaches have changed. Nancy Crevier and Kathy Hetzel will coach two different Teams.
 - Special Funds – six projects were funded
 - The next FL Connection will come out September 1.
 - There will be a Family Living breakfast on October 20 at the conference.

21. **Announcements** – Next meeting date is October 21 at the All Colleagues' Conference

Meeting was **adjourned** at 3:00 pm.

Future meetings: October 21, 20110 – All Colleagues' Conference, 7:30-9:30 am breakfast meeting
WisLine Pass Code: 2542860#
800-462-1257 608-237-5850

Respectfully submitted,
Peggy Nordgren, secretary
Department of Family Development