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Department of Family Development

WisLine Meeting

Monday, July 28, 2008

1:00 am – 2.30 pm

MINUTES

1. Call to order

Meeting was **called to order** by Donna Doll-Yogerst, Department Chair at 1:00 p.m.

2. Certification of Wisconsin Open Meeting Law compliance

Secretary Peggy 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.

3. Additions to and Adoption of agenda

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

4. Introductions

Parliamentarian – Edie Felts-Podoll

Secretary – Peggy Nordgren

New Members/Educators – New Extension Associate in Iron County, Family Living
Educator/Nutrition Education Program Coordinator

5. Roll call was taken by Nordgren.

Present

Beverlee Baker, Nan Baumgartner, Linda Bruce, Mary Campbell Wood, Jennifer Caravella, Nancy Crevier, Karen Dickrell, Beverly Doll, Donna Doll-Yogerst, Kathleen Eisenmann, Edith Felts-Podoll, Angela Flickinger, Mary Gruenewald, Barbara Haynes, Patti Herman, Kathleen Hetzel, Brenda Janke, Jane Jensen, Karen Joos, Julie Keown-Bomar, Christine Kniep, Judith Knudsen, Joan Laurion, Joan LeFebvre, Mary Fran Lepasca, Faye Malek, Trinke McNurlin, Mary Meehan-Strub, Kathleen Metzenbauer, Kathryn Miller, Bridget Mouchon, Peggy Nordgren, Peggy Olive, Linda Olson, Gail Peavey, Pam Peterson, Patricia Rychter, Ruth Schriefer, Molly Spaulding, Joan Sprain, Nancy Stoutenborough-Brooks, Michelle Tidemann, Jenny Wehmeier, Tedi Winnett, Lori Zierl, Teri Zuege-Halvorsen

Quorum – 46/68 members present

DRAFT

Excused

Jackie Carattini, Kari Lazars, Cynthia Muhar, Susan Nagelkerk, Dianne Weber

Absent

Mary Brintnall-Peterson, Kristen Bruder, Karen Ehle-Traastad, Connie Eisch, Mary Geissler, Linda Heppner, Marilyn Herman, Cynthia Jacoby, Marcia Jante, Marilyn Kooiker, Patricia McGee, Marma McIntee, Luane Meyer, Mary Novak, Jane Schaaf, Elizabeth Tarabek, Janay Ziebell

Retirees present: none

Inactive present: Laurie Boyce

6. Volunteer **team to review minutes** – Doll-Yogerst thanked Connie Eisch, Brenda Janke, and Jennifer Caravella who review the May 1, 2008 minutes. Barb Haynes, Peggy Olive and Bridget Mouchon volunteered to review these minutes.

7. Review and **approve minutes of December 3, 2007 meeting** as distributed via e-mail.

Motion by Joos, second by Crevier to place the minutes on file and allow the secretary to correct any and all errors and read back corrections at the next meeting if so requested. Motion carried.

8. **Standing Committee Reports** – Doll-Yogerst requested that if committee leadership changes, email or call her.

a. Vice Chair Committee Report – Karen Dickrell

The newly elected Vice-Chairs Committee will include: Linda Bruce, Kathy Metzenbauer, Lori Zierl, Bev Baker, Jane Schaaf, Karen Dickrell. We have not met yet and plan to meet soon to elect a chair and move forward.

b. Standards, Rank and Promotion Report – Faye Malek

The Department of Family Development Standards, Rank and Promotion Committee's portfolio review dates are September 23rd and November 14th 2008, and again on January 23rd, 2009. Reviews with the candidate for promotion will be held at the WI State Patrol Headquarters in Wausau. To date, two colleagues have requested a portfolio review for promotion to Associate Professor.

The SRP meeting agendas and minutes are posted on the Department of Family Development website and with Mary Detra. A special thanks to the SRP Secretary Gail Peavey for her work in providing the documents to these sources.

The SRP Committee encourages colleagues to participate in the August 12th tenure workshop especially if you are an SRP or FTAC member. Tom Evans will lead a dialogue on the work done by the Ad Hoc Chapter 3, Appendix IB, and IIB Committee. The August 26th tenure orientation workshop

DRAFT

will be an opportunity for non-tenured faculty members to learn about the tenure process and procedures. The target audience is probationary faculty and their mentors.

We also encourage the candidates for promotion to ask their Mentor Team to read their portfolio once it is fully prepared. Having extra sets of eyes will assist candidates in finding areas which might need strengthening or clarification. Together with the Department of Family Development Bylaws and Appendices, candidates for a rank change will have the information needed for preparing and submitting a portfolio. If there are questions, candidates can contact a member of the SRP Committee including: Mary Geissler, Marcia Jante, Marilyn Kooiker, Linda Olson, Gail Peavey, Chair-Elect Ruth Schriefer, and Chair Faye Malek.

Any colleague who has set her retirement date for this year should alert Donna Doll-Yogerst who will, in turn, alert the SRP Committee to get the Emeritus Status process organized.

c. Research and Studies Report – Joan Laurion

The Research & Studies Committee is delighted to welcome Julie Keown-Bomar from Eau Claire County and Patricia McGee from Oneida County to the Research and Studies Committee this month. We are very grateful to Trinke McNurlin for her service to the committee for the past three years.

Our committee met face to face at JCEP at 8 PM on April 1 to take a final vote on the by-law changes that apply to the Research & Studies Committee. We agreed to add two parts of the scholarly work framework to the criteria for paper publication. Those two sections are “creative intellectual work” and “valued by those for whom it was intended.” The other two scholarly work sections relate to review and communication which are well covered by the actual process of going through publication with the Research & Studies committee.

We also met by WisLine on May 13 to discuss next steps to advance the committee’s service to the Department of Family Development. We decided to offer additional encouragement to DFD members to share their work through publication. We presented certificates at the May DFD meeting to Lori Zierl and Pam Peterson, who have published departmental papers during the past couple of years. We also distributed abstracts of their papers to all members present at that meeting. We sent email reminders to all department members about the opportunity to submit papers for publication by July 29, 2008. We also checked to make sure that DFD papers are accessible beyond our internal website which they are.

At this time we do not have a research paper submitted for review and recommendation for publication. The Research & Studies committee reminds departmental faculty that a wide variety of publications may be submitted for consideration and publication. In addition to formal research publications, papers may be informational, philosophical, issue oriented, or a teaching packet. If anyone wants to submit a paper for consideration, she should let Joan Laurion know by October 14 and submit the paper to the committee by October 28. The next meeting of the Research & Studies committee is November 11, 2009. The committee encourages department members to look at Appendix F.1 or to talk with a committee member for more information.

DRAFT

The August 12, 2008 meeting of the committee has been canceled because there is no paper to consider.

d. Tenured Faculty Review Report –

The Tenured Faculty Review Committee welcomes Karen Ehle-Traastad to the committee replacing Beverlee Baker. Bev had to resign from the TFR Committee to serve as the Quad Counties representative for the Vice-Chairs committee.

TFR is currently conducting reviews for 8 department members. We've met twice so far this month and our third meeting is tomorrow, July 29.

The committee will meet again in September to select a new committee chair and secretary. The committee will welcome Judy Knudsen as its newest member.

e. Nominations Committee – Jane Jensen

Members of the Nominations Committee include Barb Haynes, Teri Zuege-Halverson, Molly Spaulding, Joan Sprain, Cindy Muhar, and Bev Doll. As outgoing chair of the Vice Chair Committee, Jane Jensen has agreed to call the first meeting of the Nominations Committee to order. The committee will need to elect a chair and secretary. Jensen has also agreed to do a brief orientation to the elections process.

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

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

The Professor Committee met on July 24th and reviewed background data on Department and program area FTE's, and how the numbers have changed over the past ten years. The Committee discussed support for Department faculty with part-time and/or dual appointments. The Committee considered offering a planning summit for Professors to discuss Department issues and concerns, and how best to respond to these.

This concludes the report.

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

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

The Executive Committee has not met.

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

DRAFT

11. Ad Hoc Committee Reports

a. Remembrance Report – Angela Flickinger

Since the spring we have no formal announcements of future retirements. Please send news of 2008 retirements to Angela Flickinger and Donna Doll-Yogerst. If requested, retirements will be kept confidential. I appreciate the lead time to adequately arrange for an appropriate remembrance. We need to replenish the retirement fund. I have received money from the northern and southern district. If you would like to contribute to this fund please send \$5 to your VICE CHAIRS or to me directly.

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

b. Mentoring Team – Karen Dickrell

Ad Hoc Mentoring Committee members include: Marma McIntee, Peggy Nordgren, Jane Schaaf, Mary Geissler, Shelley Tidemann, Nancy Brooks and Karen Dickrell.

Our ad hoc Mentoring committee planned the afternoon of our department face-to-face meeting in May. We did ask for evaluation feedback, but got limited responses. (People were concerned about meeting their car pool). We encourage anyone having any ideas, concerns, suggestions about that afternoon session to contact an ad hoc mentoring committee member and we'd appreciate your feedback. We encourage Mentor teams to have a plan of how they will work together to support our faculty members. The panel discussion made it clear that both untenured and tenured faculty members benefit from the experience.

The Ad Hoc Mentoring Committee plans to meet Friday August 22nd in Madison at the Pyle Center. We will have several SRP committee members attending the morning part of the day to discuss priority issues for the future. In the afternoon the group will compile a listing of achievements and recommendations for the future. Newly elected Vice-Chair committee members were just invited to this meeting as well.

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

c. Ad Hoc Documents Committee – Nordgren

The Documents Committee has not met since before the previous department meeting. I want to thank the committee for all their hard work in revising department bylaws. They are Shelly Tidemann, Nancy Crevier, Kathy Eisenmann, Jackie Carattini, Bev Doll, Jane Jensen, Chris Kniep, Judy Knudsen, Linda Olson, Janay Ziebell and Peggy Nordgren.

Since the bylaws and appendices were approved at the May 1 meeting, I have sent them to the Secretary of the Faculty, Ray Schultz and he sent them to Tom Stafford, Corporate Counsel. I have made the suggested changes from them and from the department meeting all under the category of

DRAFT

“minor changes” which the department approved at the last meeting. If the change affected a department committee, I sent the changes to that committee chair. All of the revised documents will be on the web after this meeting as soon as the Chair can make the switch.

Briefly, I changed the criteria for rank change in Appendices B, C, D, and E to exactly how it is stated in Articles of Faculty Governance Appendix IB and IIB. I changed the criteria for tenure review in Appendix G to exactly how it is stated in UPG #12.

Corporate Counsel suggested the open meeting law section in Appendix D should be clarified to state that the tenure candidate can choose to have the entire meeting/all meetings on tenure in open session. I added a line from the letter SRP committee currently sends out explaining that issue. Corporate counsel felt the section in Appendix F-R&S concerning copyright was in conflict with university policy. Schultz suggested the previous language should be put back in with the URL which was done. Several burls were added to the bylaws and appendices for clarification. Corporate Counsel also made a comment about the bylaws and appendices being very lengthy and detailed and wondered if they were actually followed.

Just a reminder, the Secretary of the Department is now responsible for bylaw review in odd numbered years.

Again thanks to the Ad Hoc Documents Committee for their hard work.

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

Discussion: Doll-Yogerst is looking for people to test the URLs within the documents to make sure they work after being converted to .pdf files and placed on the web. Volunteers were Doll, P. Herman, Campbell-Wood, Zuege-Halverson.

Motion by Eisenmann, second by Doll, to sunset the Ad Hoc Documents Committee. Motion carried.

12. **Faculty Tenure Advisory Committee** – Kathy Eisenmann, Mary Fran Lepaska

The Faculty Tenure Advisory Committee has met once since the last department meeting. At their May 13, 2008 WisLine meeting, the committee set the meeting dates for the 2008-09 academic year and welcomed new members to the committee. The meetings dates for consideration of promotional requests during the 2008-2009 academic years will be as follows:

Monday, November 17 and Tuesday, November 18, 2008

Tuesday, February 24 and Wednesday, February 25, 2009

Tuesday, March 24 and Wednesday, March 25, 2009

DRAFT

FTAC meets in closed session to consider promotional requests unless a candidate requests an open meeting. Candidates may choose whether or not to request an open session of the portion of the meeting during which their documents will be reviewed. Candidates, colleagues, and the general public are welcome to attend open sessions. As a courtesy to candidates, please consider informing prospective candidates of your intention to attend the session at which their document will be reviewed well in advance of the date. As in past practice, candidates and one other person of the candidate's choice will be invited to participate in closed sessions during which their document will be reviewed.

We look forward to a very busy 2008-09 year with several of the departments potentially having multiple candidates. Mary Fran and Kathy Eisenmann continue to represent the DFD on the committee, and Mike Ballweg, Ag/Ag Business professor, is the 2008-09 FTAC chair.

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

13. Faculty Senate/University Committee Report – Kathy Miller, Jane Jensen, Kathy Hetzel, Chris Kniep

The first meeting of the University Committee was held July 8th, 2008. New to the committee are Chuck Prissel, Dept. Youth Development, Kathleen Haas, Dept. Community Development. David Nack, Labor Education will be serving as University Committee/Faculty Senate Chair for 2008-2009.

The meeting primarily served as an orientation to new committee members, reviewing the past year's work and plans for the coming year via a summary prepared by Secretary of the Faculty Ray Schultz. The primary activities of the year included:

- Co-located Governance Group meetings
- Article 4 revisions – currently working on implementation guidelines
- Revisions to Chapter 3 Appendix IB and Appendix IIB
- Involvement in the UWEX-UWC strategic planning
- Providing feedback on UWEX-UWC co-location guidelines
- Revisions to UPG 15 and 16

Preliminary information on the Faculty Communications Opportunities: Tenure Communications Forum August 12, 2008 and the Faculty Tenure Orientation Workshop August 26, 2008 have been distributed. The August 12th workshop will use a dialogue format led by Tom Evans with a target audience of FTAC, SRP, and Dept. leadership. The August 26th workshop targets probationary faculty and their mentors and will focus on the tenure process and the tenure documents.

A committee of representatives from the departments has been formed to further develop the agenda for the August 26th meeting. Representing the Department of Family Development are Faye Malek, Karen Dickrell, and Chris Kniep.

Hetzel stated faculty senate worked on changes to Articles of Faculty Governance, Article 5, IB and IIB. Changes will not have a major impact on the department's bylaws just accepted; only made to clarify. People just starting on the tenure track will use new guidelines after they are adopted.

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

DRAFT

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

System Wide Extension Council met on June 11, 2008. Chancellor Wilson reviewed the initiatives in Northern WI and Milwaukee. Both related to looking for Extension to play a larger role. The Board of Regents increased tuition in the comprehensive schools, but not the colleges.

President Riley will appoint a commission on competitiveness and compensation. It will be comprised of business leaders, students, politicians and faculty. It will work for three months and likely have two scenarios: 1) help us make our case at the Capitol 2) allow us to ramp up tuition to get more revenue, maintain the quality of our education and pay our staff a competitive wage.

We received a presentation on the data bases supported by UW-Extension and Colleges to share programming information. The Wisconsin Idea Project, which has 800 projects on it, was created to make available what is happening on campus and show the legislature what is being done/offered/accomplished. Extension was used in developing the k-12 portal which has curriculum and resources available. If you set up new data base a critical question to consider is whether you want or need a gatekeeper. That can be a full time job.

We received info on the Technology Strategic Plan. A big challenge was no operational plan was included with the merger. There are two separate networks running two systems and that continues today. The Strategic Plan in the spring provided direction to: 1) improve infrastructure w/servers at the Pyle Center for 24/7 service. 2) Build out a common network for primary authentication and security and 3) Service Desk that was launched in the spring uses students to answer the phones for live service/response – no voice mail.

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

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

CEAC met last week. The new information system was discussed. Civil Rights were noted as important. Committee members are needed for the new information system which is targeted for Jan 2010. Impacts and implications of the recession work were discussed. What are the impacts on county budgets, on our audience/clientele, our program content and implications for CE staff, CE operational issues? Discussed the effect on county Extension educators if counties implement a four day work week (closing down for one day, 10 hours a day). Dean Klemme will begin discussion at the next CES WisLine and continue for several months. I worked with the audience/clientele group along with Donna Peterson, Rick Klemme and Joanne Hintz.

Also discussed the budget for the department. Department is \$2,166 in the red for last fiscal year. Discussed the need for face-to-face meetings. It appears this department pays for more mentor meetings than other departments. Should rely on WisLine as much as possible.

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

DRAFT

16. **Comments from Family Living Program Area** – Laurie Boyce, Program Director

- a. There will be several state support staff and web support changes. Also filled specialist roles. See Family Living Monthly Newsletter.
- b. Positions – Clark County FLA position is open
- c. Two three-year reviews have been done with a newer outline
- d. Met with Professor's Committee to discuss FTE's in county and state staff
- e. New Team POW, professional development and funding plans are due September 1
- f. A planning group is working on the 2009 state FL conference, November 3-5

17. **Announcements** –

Please use the website to review agendas/minutes and learn more about processes such as TFR. The bylaws/appendices will be posted soon. A notice will be sent to each department member. Committees are asked to monitor the content on your web pages and send revisions to Doll-Yogerst.

Future meetings of the department in 2009 will be scheduled in August. Looking at some fifth Mondays, perhaps March 20, July 27 and perhaps December 7 in 2009 and face-to-face in April or May 2009.

18. Meeting was **adjourned** at 2:27 pm.

**Future meetings: Monday 1:00-3:00 pm
December 1, 2008
Passcode: 8217**

Respectfully submitted,
Peggy Nordgren, secretary
Department of Family Development

07/28/08 Minutes
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