

**Department of Family Development
Monday, August 6, 2007
1:00 – 3:10 pm via WisLine**

MINUTES

1. Call to order

Meeting was called to order by Donna Doll-Yogerst, Department Chair at 1:01 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 posted as required by Open Meeting Law Section 19.84 of the Wisconsin State Statutes.

3. Adoption of agenda

Motion by Muhar, second by Kooiker to adopt the agenda as printed. Motion carried.

4. Introductions

Parliamentarian – Edie Felts-Podoll

Secretary – Peggy Nordgren

New Members/Educators –

- Mary Lynn Knellwolf – Lafayette County, Extension Associate, 70% FL,
30% WNEP Coordinator, June 1, 2007

- Jenny Wehmeier – Walworth County, Instructor, 100%, July 1, 2007

5. Roll call – Peggy Nordgren

Present

Beverlee Baker, Nan Baumgartner, Linda Bruce, Mary Campbell-Wood, Jackie Carattini, Nancy Crevier, Karen Dickrell, Beverly Doll, Donna Doll-Yogerst, Karen Ehle-Traastad, Kathleen Eisenmann, Connie Eisch, Edith Felts-Podoll, Angela Flickinger, Mary Gruenewald, Barbara Haynes, Kathleen Hetzel, Cynthia Jacoby, Karen Joos, Christine Kniep, Judith Knudsen, Marilyn Kooiker, Joan Laurion, Kari Lazars, Mary Fran Lepaska, Faye Malek, Gayle Rose Martinez, Marma McIntee, Trinke McNurlin, Mary Meehan-Strub, Kathleen Metzenbauer, Kathryn Miller, Bridget Mouchon, Cynthia Muhar, Susan Nagelkerk, Peggy Nordgren, Mary Novak, Margaret Olive, Linda Olson, Gail Peavey, Pam Peterson, Patricia Rychter, Jane Schaaf, Molly Spaulding, Joan Sprain, Nancy Stoutenborough-Brooks, Michelle Tidemann, Dianne Weber, Jenny Wehmeier, Tedi Winnett, Janay Ziebell, Lori Zierl, Teri Zuege-Halvorsen

Quorum – 53/68 members present

Excused

Mary Brintnall-Peterson, Kristen Bruder, Jennifer Caravella, Linda Heppner, Jane Jensen, Julie Keown-Bomar, Joan LeFebvre, Luane Meyer, Ruth Schriefer

Absent

Mary Geissler, Marilyn Herman, Brenda Janke, Marcia Jante, Patricia McGee, Elizabeth Tarabek

Retirees present: none

Inactive present: Laurie Boyce

6. **Volunteer team to review minutes –Jacoby, Knudsen and Spaulding** volunteered to review the minutes.

7. **Review and approve minutes of December April 2, 2007 meeting as distributed via e-mail**

Motion by Nordgren, second by Martinez to dispense with the reading of the minutes and 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

A. Vice Chair Committee Report – Cynthia Muhar

Jane Jensen is the VC representative on the Document Review Committee.

Committee members are working to assist new tenure candidates to form tenure mentor teams.

Next committee meeting, 8/21, agenda includes a vote for a new committee chair, due to absence of Brenda Janke, present committee chairperson.

B. Standards, Rank and Promotion Report – Faye Malek

The Department of Family Development Standard Rank and Promotions Committee met at the Holiday Inn in Stevens Point on June 25th, 2007 to conduct committee business and to transition the out going member materials to the new members. The 2007-2008 SRP Committee members include: Marcia Jante, Gail Peavey, Linda Olson, Sue Nagelkerk, Marilyn Kooiker, Mary Geissler, and Faye Malek as Chair. Outgoing SPR members included Dianne Weber and Marma McIntee, previous Chair.

Committee business included:

- Approval of Emeritus Status for Cheryl Rew Stapleton
- Updating the SRP binders
- Meeting with two members of the Faculty Tenure Advisory Committee, Dan Hill and Mary Fran Lepeska, and the Department of Family Development Chair, Donna Doll-Yogerst, to dialogue about the criteria and methods used for the tenure review process
- Looking ahead at candidates for promotion in 2007-08
- Setting dates for future SRP WisLine and face-to-face meetings

**The 2007-08 Promotion Chart
with the Tenure Process Due Dates**

Due to SRP	SRP Meeting	SPR Snow Dates
September 5, 2007	September 26, 2007	
October 24, 2007	November 13, 2007	December 4, 2007
January 4, 2008	January 25, 2008	January 29, 2008

Some discussion items for the next meeting include updating the SRP Position Description internal document as well as Appendices C and D to eliminate the Vita references since the Vita process is no longer used, and to pass on any recommendations on the Bylaws and Appendices to the Documents Committee before November 1, 2007. A WisLine, scheduled for October 24th at 1P.M., will be used to address these and other recommendations.

The SRP Committee meets in September, October, and again in January each year. Four colleagues have applied for promotions: two for Assistant Professor and two for Associate Professor with the review date of January 4, 2008. Mary Detra confirmed that the candidates applying for Associate Professor status have sufficient time to have their portfolios reviewed by all committees and reviewers before their tenure due date.

The SRP Committee suggests that colleagues applying for Associate Professor status carefully look at their tenure due date. Apply for a tenure review date which takes into consideration that, if changes are recommended by the SRP Committee, there is sufficient time to make those changes.

The SRP Committee members realize the importance of strong Mentor/Mentee teams. Colleagues on the tenure track should organize regularly scheduled meetings throughout the year with their mentors to review progress. The SRP Committee recommends that mentors read the entire portfolio before it is sent to the SRP Committee. In future meetings, the SRP Committee will be discussing the inclusion of a sign-off sheet for this purpose. We encourage conversations with members of the Standard Rank and Promotions Committee throughout the tenure process, and utilizing the Department of Family Development website for current documents.

C. Research and Studies Report – Joan Laurion

The Research & Studies committee met twice since the last departmental meeting. We met on April 30, 2007 to discuss a paper by Family Living Educator, Pam Peterson, entitled “Child Maltreatment Reporting Beliefs and Practices by University of Wisconsin Cooperative Extension Family Living Program Educators” and made a few suggestions for improvement. On May 30, 2007, we met a second time to review the paper again. The paper by Pam Peterson was approved by the committee at that time and is available for all to read on the department website. All department members received notification of the paper’s publishing on July 15, 2007.

We decided to meet when there is business or a proposed paper to address and not to have regularly scheduled meetings. We will be meeting in the near future to consider any changes to the departmental articles that are concerned with our committee and to elect a secretary.

D. Tenured Faculty Review – Tedi Winnett

The Tenured Faculty Review Committee met on July 10 to prepare for the upcoming faculty reviews and again on July 24 and July 31 via WisLine to review 7 department members for their 5-year faculty review.

In addition to completing the faculty reviews, the committee reviewed the department documents for Tenured Faculty Review procedures found in Appendix G. Recommendations will be made to the Department Documents Ad hoc Committee.

The committee also identified Tenured Faculty Review items that could be included on the department website to better facilitate communication regarding the process. This list will be shared with our Department Chair.

I’d like to thank Kathy Miller for serving on the TFR Committee – Kathy completes her term September 1st. We welcome Luane Meyer to the committee – she begins September 1st.

Currently on the department Tenured Faculty Review schedule there will be nine faculty members reviewed in 2008.

The next meeting of the Tenured Faculty Review Committee will be September 12th at 1 pm via WisLine. At this meeting we will elect a new Committee Chair and Secretary.

Motion by Muhar, second by Kooiker to place standing committee reports on file. Motion carried.

9. Professor Committee –Mary Meehan-Strub, committee chair

The next meeting of the Professor Committee will be on August 15. The Committee welcomes new members Nan Baumgartner and Marma McIntee, and returning members Marilyn Herman, Joan Lefebvre, Chris Kniep, Karen Dickrell, and Mary Meehan-Strub.

The Committee has scheduled a WisLine for Friday, September 28, 2007 from 10 am -12 pm for the "So You're Thinking about Writing for Professor Workshop". This program will benefit any Department member on the tenure track (Instructor, Assistant Professor and Associate Professor) and current Full Professors that might be asked to serve as a mentor to an Associate Professor in the process of writing a Vitae or Portfolio.

Four Associate Professors have submitted intent to apply for promotion to Professor in 2008. Mentors will be appointed for those who do not have a previously appointed mentor. The review of candidates' documentation will take place in the later part of January 2008. Specific dates will be shared after the August 15th Professor Committee meeting.

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

10. Executive Committee –Donna Doll-Yogerst

The Executive committee has not met.

11. Ad Hoc Committee Reports

A. Remembrance - Kathy Hetzel

The department honored Cheryl Rew Stapleton at the May Southern District meeting in Lafayette County. Cheryl received a hand made remembrance box. If you or anyone you know is retiring, please contact me ASAP. Your announcements will be kept confidential, but this will allow sufficient time to complete the boxes. I encourage department members who want to share a personal card, picture or some other remembrance to include them in the boxes. These items can be sent directly to me or they can be included at the district level.

Motion by Hetzel, second by Olive to place report on file. Motion carried.

B. Mentoring – Karen Dickrell

The Ad Hoc Mentoring Committee met June 18, 2007 and Karen Dickrell was elected as chair. Marma McIntee was elected secretary. Other committee members include Peggy Nordgren, Jane Schaaf, Nancy Brooks and Michelle Tidemann. Donna Doll-Yogerst joined us for the meeting.

The charge of this committee is:

- Design professional development for department members on the roles and responsibilities of mentors and mentees.
- Identify changes in the process of mentoring with our department as a result of changing expectations in the transition from vita to portfolio formats and changes in criteria for rank change.
- Clarify interrelationships between the program area and department as we all do our best to support probationary faculty members during their preparation for the tenure process.

Mentoring is a vital element to the future of our Department. Change happens, and the change we see continually is the change in staff, as someone retires or moves on to a new position, we have new people coming to the organization. Our system is not an easy system to understand at a first glance. We need to be there for our department members – mentoring and guiding and advising as needed, explaining the ins and outs, guiding, and advising. We should not be doing for, but working with each other.

Our committee will be meeting on August 17, 2007 at the Marquette County UW-Extension office. At that time we plan to review the bylaws and appendices, review materials from other departments as well as discuss our opportunities to work with the program area, department and association. We plan to update the mentor handbook and information found on the web site. We are also going to develop a timeline for a mode of delivery of in-services over the next three years. Both experienced staff and new staff will be asked to participate in the various trainings. Our goals are ambitious. If we don't invest in our staff today we will continually see more challenges; we need to invest in our future. We have strong, vibrant staff and we can all learn from each other and build on our strengths.

Motion by Dickrell, second by Martinez to place report on file. Motion carried.

C. Documents – Peggy Nordgren

The Ad Hoc Documents Committee met April 26 and June 11 to develop a strategy for reviewing the department's bylaws and appendices. The committee has reviewed other departments' documents and compared them to our department's bylaws and appendices. The committee noted there are many similarities, but a few differences. There have been questions on the role of the executive committee and the mentoring process. The committee has formulated a couple of topics of discussion for later in the meeting to gather input from the whole department. Each committee member will be going back to their respective committees for any changes in the bylaws and appendices related to their committee and bring them back to the ad hoc committee. The ad hoc documents committee will meet in September to review input from the department meeting and will review other committee's revisions in November. We hope to have recommendations to the department for approval next spring.

Motion by Nordgren, second by Kniep to place report on file. Motion carried.

12. Faculty Tenure Advisory Committee – Kathy Eisenmann

Since the last departmental meeting, FTAC has met once via WisLine on May 21. At that meeting, dates for FTAC review meetings were set and are: Monday, November 26 and Tuesday, November 27, 2007; Monday, February 11 and Tuesday, February 12, 2008; and Tuesday, March 25 and Wednesday, March 26, 2008. All scheduled FTAC meetings for the 2007/08 academic year will be in Madison at a site to be determined. It appears we may have a number of portfolios to review this coming year. If you plan to attend an FTAC review, please hold both sets of dates until further notice.

New members for the 2007/08 academic year were welcomed and the 2007/08 chair was elected. Discussion was had with the department chairs as well. The tips sheet was not reviewed due to time constraints and a lack of a quorum towards the end of the meeting. The tips sheet will be placed on the November FTAC agenda and reviewed at that time.

Motion by Eisenmann, second by Lepaska to place report on file. Motion carried.

13. Faculty Senate/University Committee Report–Judy Knudson, Kathy Hetzel, Mary Gruenewald, Luane Meyer

Introduction

Shared governance means that as faculty we have representation in matters that affect us. It means we can influence policies and procedures relative to working conditions, salary and benefits. Department of Family Development representation on Faculty Senate/University Committee is your opportunity for shared governance. The following Faculty Senate report provides highlights of recent issues being addressed. For more information, go to <http://www.uwex.edu/secretary/FS>

Administrative Unit and Article 4 of the Articles of Faculty Governance

Some colleagues are concerned because some counties are out of line with the policy in selecting county department heads. According to Article 4, UWEX Articles of Faculty Governance, the administrative unit chair must be a faculty member and allows for the possibility for a county Extension office to have two positions, the administrative unit chair and a county department head. The policy about the administrative unit does not use the term “department head”.

As a result of these concerns, at the March 13 meeting, Faculty Senate members moved to form a committee to review this policy. The committee will include 7 faculty (one from each department), 1 administrator from Cooperative Extension, 1 administrator from General Extension Administration, and as soon as the committee has developed a recommendation to share it with academic staff and the county partner to seek their input.

Discussion of Scholarship and Policies and Procedures for Faculty Appointments

Due to recent tenure promotion decisions, two departments said they would like to have the policies looked at because they feel there is some room for improving policy. At the June 12 Faculty Senate meeting, the members moved to establish a committee made up of one representative from each department to review Articles of Faculty Governance Appendix IB and IIB and their relation to UWEX Chapter 3 and to report to FS at the September meeting. (Note: The Faculty Senate is charged with reviewing the Articles of Faculty Governance Appendix I.B every three years, following consultation with the University Committee and the Faculty Tenure Advisory Committee. This document was written in September 25, 1997 and revised in September, 2001. Therefore, it is past the timeline for a review.)

Broader discussions were also held on the importance of creating a greater awareness and understanding of scholarship. Learning opportunities mentioned include the tenure orientation workshops, a joint forum on scholarship with UW-Colleges, the upcoming Outreach Scholarship Conference, and also a review of the policies and procedures.

Update on UW System Response to Sick Leave Reporting

David Prucha referenced the official response from UW-System to the state Legislature. The System’s response to the Legislative Audit Bureau audit on leave usage amounts to “we will certainly redouble our efforts to make things clear to staff, make form more user-friendly, understand parameters and reporting requirements are and come up with some standard deadlines for submission of leave reports. The next part of the response is a need to improve the whole concept. For example the assumption is UW faculty and staff work fits a standard 40-hour work week on a campus and this certainly doesn’t fit the work patterns of UW-Extension and UW-Colleges

faculty and staff. A discussion paper prepared by Al Crist attempts to articulate this. Unfortunately, he feels there is the assumption that UW-Extension and UW-College faculty and staff under report. At the county level, this is not an issue. But at the legislature level, this is an issue. The Faculty Senate moved to form a committee to review the April 4, 2007 Recommendations to Fringe Benefits Advisory Committee section III and provide an assessment of what such a policy change means for our institution

Chancellor Wilson suggested doing a study on the number of hours per week that UW Extension and UW Colleges faculty and staff work – as an education and public relations piece. David Prucha will look into a previous study to see if there is a tool available to do this. Prucha also mentioned that we are making progress on electronic distribution of leave statements as well as electronic signature mechanism for submitting them back.

UW-Colleges and UW-Extension Joint Governance Work Group

The UW-Colleges and UW-Extension joint governance work group will be meeting in the near future to explore ideas and potential models of joint governance.

UW-Colleges and UW-Extension Shared Vision Statement and Tagline

Work is being undertaken to create a shared vision statement and tagline for UW-Extension and UW Colleges. University Relations Executive Director Teri Venker requested input by June 30.

Approval of the UW-Extension Faculty Governance 2007-08 meeting schedule

The UW-Extension faculty governance 2007-2008 schedule was approved with two meetings for the three governance groups to meet jointly (Jan and Apr 2008). The meetings will include time for each governance group to conduct their own business and then time for discussion of items of common interest and information. This will provide an opportunity for UW-Extension governance groups to interact with the UW-Colleges governance group on issues of common interest (e.g. joint conference on scholarship).

Report submitted by Mary Gruenewald, Kathy Hetzel, Luane Meyer, Judy Knudsen & incoming University Committee member Chris Kniep

Motion by Gruenewald, second by Felts-Podoll to place senate report on file. Motion carried.

14. Discussion re: Administrative Unit and Article 4 of the Articles of Faculty Governance – Mary Meehan-Strub

Meehan-Strub led discussion on the difference between a county department head and administrative unit head per Article 4 of the Articles of Faculty Governance. There has been inconsistent application of this article in county offices. If the county department head is not a faculty member, do faculty members give up some faculty rights, such as faculty review? Several department members expressed affirmative responses.

Meehan-Strub is representing the department on this ad hoc Senate committee and would like individual input on whether or not department members want to preserve faculty rights. Resources:

UWEX Faculty Policies and Procedures

<http://www.uwex.edu/secretary/policies/section7/chapter1.pdf> (see 1.02)

Articles of Faculty Governance

<http://www.uwex.edu/secretary/policies/section8/fart1.pdf> (see 1.03)

<http://www.uwex.edu/secretary/policies/section8/fart4.pdf>

15. Discussion re: review and coordinate Appendix IB, Appendix IIB from the Articles of Faculty Governance and Chapter 3 from the Faculty Personnel Policies – Marma McIntee

Marma McIntee will represent the department on ad hoc Faculty Senate Committee which will be reviewing Personnel Policies-Chapter 3 and Articles of Faculty Governance, Appendices IB and IIB. Committee has not met. Resources:

Articles of Faculty Governance

<http://www.uwex.edu/secretary/policies/section8/fapp1b.pdf>

<http://www.uwex.edu/secretary/documents/F-appendix2b.pdf>

Chapter 3

<http://www.uwex.edu/secretary/policies/section7/chapter3a.pdf>

16. System wide Extension Council – Kathy Hetzel

In addition to notes from the Faculty Senate Meeting on June 12, the Systemwide Extension Council Meeting announced the Adult Student Initiative. Adults throughout the state have not completed their undergraduate degrees and this is an outreach effort to recruit and provide easy access to the UW System. Your office should have received promotional materials for individuals coming to our county offices.

Service Learning is looking at opportunities for UW-Extension faculty and staff to expand and enhance the ways we serve the people of Wisconsin. Marathon County (Wausau) will host The Great North Woods Service-Learning Conference Exploring Service Learning Partnerships on Friday, October 26. Registration and workshop information will be coming to your offices early this fall.

Motion by Hetzel, second by Joos to place the report on file. Motion carried.

17. Bylaw Issues – new “leadership Council” and Mentoring – Peggy Nordgren

On behalf of the Ad Hoc Documents Committee, Nordgren led a discussion on two issues related to the bylaws – the formation of an advisory committee or leadership council and needed changes in the mentoring process.

A. Development of an “Advisory Committee,” “Leadership Council,” concept – small group of people who could give advice to department chair when called upon.

- What kind of advice, on what topics
- Who should these people be
- Elected or appointed
- Tenured or not

Doll-Yogerst stated the council might fulfill three functions: assist chair with tenure issues, strategic planning, face-to-face meeting design. Some ideas generated include using a portion of the executive committee, professor committee, one person from each department committee (not necessarily the chair or tenured person) or one person from each district to comprise the “advisory committee.”

B. How to improve the tenure process as it relates to mentoring

- When should mentor start
- Who should choose or appoint
- What kind of training
- What are the steps in the mentoring process
- Who is responsible for various parts of the process

Ideas generated included using a more structured approach to mentoring as other departments have done; specify who is to take the lead role in mentoring. Send any additional comments to Nordgren individually.

18. Academic Leadership Standing Committee/ CEAC/Academic Dept chairs sub- committee –Donna Doll-Yogerst

ALSC met June 15, 2007. The next meeting is August 15, 2007. Discussion around mission/vision change for ALSC website, rolling horizon contracts, salary compression, criteria for merit, article 4 update. A volunteer is needed to attend the August 15 meeting.

<http://www.uwex.edu/ces/admin/committees/committee.cfm?committeeid=3>

CEAC last met June 27, 2007. The next meeting is August 22, 2007. Topics of discussion included CPAG, Shared Vision Statement & Tagline, Modernization in Guyana Extension Service, Role of the District Director, Strategic Planning, Continuation of Operations Plan (disaster recovery), and Strategies to Address Inequities. A volunteer is needed to attend the August 22 meeting.

<http://www.uwex.edu/D2L/>

The ADC last met June 14, 2007. The next meeting is August 14, 2007. At this meeting we welcomed 2 new academic department chairs, Peter Manley (Replacing Dan Wilson) and Tom Hooyer, WI Geological & Natural History Survey (replacing Madeline Gotkowitz.) The WisLine meeting with FTAC was discussed as well as the tenure workshops. Dean Klemme talked about his view of academic departments and their role and financial support for our departments. Both discussions were very positive. Meritorious ratings by academic departments were also discussed.

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

19. Comments from Family Living Program Area - Laurie Boyce

- Columbia County position is being posted
- New liaisons are Kathy Hetzel and Kathy Miller
- Will be piloting a new outline for three year reviews this fall. Will be 3-5 reviews to be done before December.
- Appreciates that Nancy Brooks is on the department's ad hoc mentoring committee. The program area wants to stay connected with the mentoring process to assist new family living faculty.

20. **Announcements** – new department web site is finished and should be available.

21. **Adjourn** – Meeting adjourned by chair at 3:10 pm.

Future meetings of the Department of Family Development: Monday, December 3, 2007 at 1:00-3:00 pm via WisLine (passcode 8217)

***TENTATIVE 2008 Meeting Schedule –Fifth Monday?? 1-3 pm
March 31, 2008 (April), July 28, 2008 (August), December 1, 2008 (due to holidays)***

Respectfully submitted,
Peggy Nordgren, secretary
Department of Family Development

08-06-07 Minutes

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