

DRAFT
Department of Family Development Ad Hoc Mentoring Committee
Meeting Minutes
August 17, 2007
9:30 a.m.-2:30 p.m.
Marquette County UW Extension Office
480 Underwood Ave. (Hwy. 23)
Montello, WI

- 1.) **Call to Order** – Committee Chair Karen Dickrell called the meeting to order at 9:37am
- 2.) **Welcome/Introductions** were made with an Ice breaker—Present: Nancy Brooks, Shelley Tidemann, Jane Schaaf, Peggy Nordgren, Marma McIntee, Mary Geissler, Karen Dickrell
- 3.) **Certification of Wisconsin Open Meeting Law**—Karen Dickrell indicated that the agenda had been posted according to the Wisconsin Open Meeting Law and filed with Mary Detra 7/28/07.
- 4.) **Review and Approval of June 18, 2007 minutes**—Motion by Tidemann, second by Nordgren to approve the minutes as corrected. Motion passed.
- 5.) **Additions to the Agenda (discussion items only)**
It was suggested that in the future Correspondence should be placed on the agenda—A letter was read from Family Living asking the committee to address the concern about the difficulty in obtaining a mentor team. A letter was read from K. Eisenmann regarding a concern about early applications for tenure and asking the committee to address the questions about “when is a candidate ready to submit?”
- 6.) **Review of Committee Ground Rules**
Reviewed from last meeting and will be available for review at each meeting.
- 7.) **Review of Committee Charge**
Reviewed from last meeting
- 8.) **Review of Bylaws/Appendices related to this committee (Appendix H.)**
- 9.) **What have we learned from other Departments? (Youth Development materials emailed, etc.)**
- 11.) **Update Mentor Handbook (B.1 and B.2)**
- 12.) **Update DFD webpage Options/Mentoring Shared Leadership for FLP Faculty -Program Area/Academic Department/Association. Last updated April 2002.**
<http://www.uwex.edu/ces/flp/department/documents/mentor.pdf>

Significant time was spent on discussion of Agenda items 8, 9, 11, and 12. Comments and questions included:

- When should a mentor start? Immediately upon hire of candidate? Later?
- DFD Website was difficult to navigation to obtain information about portfolio process. Suggested to review other department websites regarding the process. Mentor hand book not on website.
- By laws need to say that a district has the option to open nominations to an at large candidate if district does not have a tenured faculty member for a committee that requires tenure.
- DFD is experimenting with one year appointments to guide, welcome, help developmentally. Candidate can select a mentor team at any time during the first year to include or not include the first year appointed mentor. Partnership with program area
- Questions developed about how to allow mentors (DFD) input on 1 year, 2 year, 3 year reviews.
- What do we value in peer review? What is the difference between peer review and annual review? The review form needs clarity. There may need to be training on how to use the form. Do we need more than one form? Don't want to have too many forms. Give examples of peer review.
- Documentation of peer review to Donna—need to emphasize the importance

- One suggestion was to develop a critique sheet on reflection piece needed for portfolio process to be used by mentors and mentees.
- Mentors need to be on the same page when it comes to 8 pages reflection.
- Need more support for mentors. Do all tenured faculty make good mentors?
- Questions arose about multi year POW, annual POW and how our present requirements have not been reflected in the appendices.
- Questions arose about multi-year POW and annual reports
- Questions arose about success stories/ accomplishment reports. One success story is not enough to document accomplishments in the portfolio. Should we consider success stories and/or other impact/outcome reports for the portfolio?
- Should we survey—mentees who recently received tenure? Mentors?

10.) Opportunities for Mentoring Teams to Partner with Family Living State Liaisons

Nancy Brooks reviewed procedures FL liaisons use to orientate in new hire process to provide a better understanding of how the DFD and FL could work together. It was suggested that we do more to allow the DFD mentor and FL liaison to strategize together in support given to new colleagues being sensitive to confidential information.

13.) Determine the Critical Elements of Workshops to be offered in a three year cycle

- Start with Appendix H and handbook with a chronological timeline
- Understanding Roles/ Responsibilities of Mentors/mentees

14.) Determine the Time Line and mode of delivery of information for 2007, 2008, 2009, 2010

15.) Discussion of the Next Steps and Responsible Parties

- Discuss review of H proposals and handbook and web page
- Have a mentoring standing committee for sustainability—Consider the Vice Chair Committee to be responsible for mentoring with all members being tenured.
- Develop a new nomination committee—not a part of Vice Chair Committee (non-tenured faculty would be eligible for this committee).
- Have an hour before each DFD Wisline for Mentor Round Table—Mentoring brown bag
- Consider developing a timeline folder for new faculty-similar to Youth Development.
- **Decision: It is too difficult for the entire committee to work on the revisions of the appendices, so it was suggested that sub-committees work on sections to be brought before the full committee for discussion and adoption.**
- **Marma, Shelley, Nancy will work on Appendix H to be presented at the October 10 wisline meeting.**
- **Face to face training – curriculum--Draft training meeting agenda—Karen, Jane**

16.) Next Meeting Date

- Oct. 10 -1 pm, wisline (To discuss changes to appendix H, training agenda, and proposed changes to standing committee structure in the bylaws)
- Nov. 20 – 9:30am – 2:30 pm Marquette Co.

17.) Any other Business

18.) Adjournment

Motion by Peggy Nordgren, second by Shelley Tidemann to adjourn. Motion passed.

Respectfully submitted,

