

**Department of Family Development**  
**Thursday, August 21, 2006**  
**1:00 – 2: 42 pm via WisLine**

## ***MINUTES***

### **1. Call to order**

Meeting called to order by Department Chair Doll-Yogerst at 1:01 p.m.

### **2. Certification of Wisconsin Open Meeting Law compliance**

Chair Doll-Yogerst certified the meeting 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 Lepeska, second by Bruce to adopt the agenda as printed. Motion carried.**

### **4. Introductions**

Parliamentarian – Edie Felts-Podoll

Secretary – Peggy Nordgren

New Members – Barbara Haynes (Price County)

Kristen Bruder (moved to Dunn County from Rusk 8/06)

### **5. Roll call – Peggy Nordgren**

#### **Present**

Beverlee Baker, Mary Brintnall-Peterson, Linda Bruce, Kristen Bruder, Jackie Carattini, Jennifer Caravella, Nancy Crevier, Karen Dickrell, Beverly Doll, Donna Doll-Yogerst, Karen Ehle-Traastad, Kathleen Eisenmann, Ann Flickinger, Faden Fulleylove-Krause, Mary Gruenewald, Barbara Haynes, Marilyn Herman, Kathleen Hetzel, Jane Jensen, Julie Keown-Bomar, Kari Lazars, Mary Fran Lepeska, Marma McIntee, Mary Meehan-Strub, Luanne Meyer, Cynthia Muhar, Susan Nagelkerk, Peggy Nordgren, Mary Novak, Linda Olson, Pam Peterson, Cheryl Rew Stapleton, Jane Schaaf, Ruth Schriefer, Joan Sprain, Michelle Tidemann, Dianne Weber, Janay Ziebell, Lori Zierl

Quorum – 39/67 members present for a quorum.

#### **Excused**

Nan Baumgartner, Brenda Janke, Marcia Jante, Karen Joos, Christine Kniep, Judith Knudsen, Joan Laurion, Joan LeFebvre, Gayle Rose Martinez, Kathleen Metzenbauer, Kathryn Miller, Patricia Rychter, Nancy Stoutenborough-Brooks, Tedi Winnett

#### **Absent**

Mary Campbell Wood, Edith Felts-Podoll, Mary Geissler, Betty Gleason, Linda Heppner, Molly Haack, Cynthia Jacoby, Marilyn Kooiker, Faye Malek, Patricia McGee, Trinke McNurlin, Margaret Olive, Gail Peavey, Elizabeth Tarabek

**Retirees present:** none

**Inactive present:** Laurie Boyce

**6. Volunteer team to review minutes** – Caravella, Crevier and Dickrell volunteered to review the minutes.

**7. Review and approve minutes of April 4, 2006 meeting as distributed via e-mail.**

Error in item 7 – date is December 5, 2005, not 2006. It was suggested that the title of the page reflect that it was a face-to-face meeting in Stevens Point.

**Motion by Bruce, second by Eisenmann to place the minutes on file with the following correction; the date in item #7 should read “2005,” not “2006.” Motion carried.**

## **8. Standing Committee Reports**

### **A. Vice Chair Committee Report – Cindy Muhar for Brenda Janke**

At their last meeting, the vice chair committee asked many questions to try to clarify their roles. They will be checking on who needs mentoring teams. The committee is suggesting a face to face meeting with Vice Chair committee, SRP committee and ad hoc mentoring committee to discuss mentoring in the department. .

### **B. Standards, Rank and Promotion Report – Marma McIntee**

The Department of Family Development Standards, Rank and Promotion Committee met on June 20, 2006 in Wausau. New members of the committee were welcomed and include Linda Olson, Mary Geissler and Faye Malek. McIntee takes this opportunity to thank Rita Straub, Nan Baumgartner, and Kathy Metzenbauer for serving on the SRP committee over the past three years.

The Department of Family Development was represented by SRP committee members Marma McIntee, Sue Nagelkerk, and Dianne Weber at the Faculty Tenure Workshops held around the state.

Department Chair Donna Doll-Yogerst, Karen Dickrell and Kathy Eisenmann of the FTAC were present to answer questions about the role and responsibilities of the FTAC in the tenure process. They shared information about how the FTAC reviews portfolio documents and what they look for in the tenure process.

Gail Peavey was elected secretary of the SRP committee and Chair-elect will be elected at the next meeting.

2006-2007 SRP meeting dates

- September 22, 2006
- December 12, 2006 (with December 15, 2006 as snow date)
- January 29, 2007 (February 1, 2007 as snow date)

All meetings will be held in Wausau if portfolios are to be reviewed, otherwise by WisLine.

**C. Emeritus Status for Lana Anderson & Rita Straub** - no information is available at this time.

**D. Research and Studies Report – Jennifer Caravella**

The current membership of this committee consists of:

Joan Laurion Southern District  
Cyndy Jacoby West District  
Jennifer Caravella Central District  
Nancy Crevier Eastern District  
Trinke McNurlin Northern District

This committee has not met in some time. The next meeting will be via WisLine on September 28<sup>th</sup> from 2-3:00 to review a paper that will be submitted by one of our colleagues. Also at this meeting a new chair and secretary will be elected.

Members of the Department are encouraged to consider submitting a paper for review. Anyone interested in this can contact Jennifer Caravella or any other member of the committee.

#### **E. Tenured Faculty Review – Ruth Schriefer**

The UW-Extension Department of Family Development Tenured Faculty Review Committee met on July 17-18, 2006 via WisLine to conduct Tenured Faculty Reviews for six Department colleagues.

Mary Fran Lepeska and Ruth N. Schriefer have completed their committee terms and will be replaced by Pat Rychter and Bev Baker. Continuing members include Kathy Miller, Michelle Tidemann and Tedi Winnett.

Tenured Faculty Reviews for July 2007 will be scheduled by the new committee. At the present time, the following 16 colleagues are scheduled for reviews: Karen Ehle-Traastad, Linda Heppner, Karen Joos, Mary Fran Lepeska, Cheryl Rew-Stapleton, Ruth N. Schriefer, Bev Baker, Mary Brintnall-Peterson, Nancy Brooks, Donna Doll-Yogerst, Edie Felts-Podoll, Joan LeFebvre, Mary Meehan-Strub, Mary Novak, Gail Peavey and Pat Rychter. Six of the Department members had a one-year extension from 2006 so they will be reviewed in 2007. The other 10 colleagues on the roster to be reviewed in 2007 have until May 1<sup>st</sup> to request a one-time, one-year extension. A promotion to professor replaces the Tenured Faculty Review for that Department member and that colleague will be placed back on the Tenured Faculty Review roster for the fifth year after the promotion is granted.

The next meeting will be via WisLine on Tuesday, Oct 17 at 1:30pm.

**Motion by Caravella, second by Schriefer to place the standing committee reports on file.  
Motion carried.**

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

At the April 6, 2006 Department of Family Development meeting, the Professor Committee report included the recommendation from the Professor Committee regarding 1.02 of the Department of Family Development Bylaws. This recommendation addresses the question “*Do limited appointment employees with back up appointments in our dept have the right to seek promotion to Professor?*” The Committee had reviewed Department documents and requested input from Ray Schultz, Secretary of the Faculty.

The Professor Committee recommends that 1.02 of the Department of Family Development Bylaws be revised to include a statement about department members status when they accept limited appointments in the UW System. The statement as revised would read:

“1.02 The members of this department shall be UW-Extension faculty who profess expertise in the discipline area of family development and who hold appointments of one-half or more in the University of WI-Extension, Cooperative Extension. This department includes county, multi-county, and statewide faculty who program through a variety of functional units in UW-Extension. All Faculty holding membership in this department shall have the right to vote or participate otherwise in department meetings when consistent with committee duties and responsibilities. **A department member that accepts a “limited” appointment in the UW System shall be an “inactive” department member. None of the department rights or responsibilities apply to inactive department members.**”

In addition, three Associate Professors have submitted their intent to submit for promotion to Professor this fall.

**Motion by Meehan-Strub, second by Herman to place the report on file. Motion carried.**

#### **10. Limited Term/Academic Department Backup Appointments – Professor Committee**

Motion by Meehan-Strub, second by Herman to approve the Professor’s Committee recommendation to change department bylaws 1.02 to read

“The members of this department shall be UW-Extension faculty who profess expertise in the discipline area of family development and who hold appointments of one-half or more in the University of Wisconsin-Extension, Cooperative Extension. This department includes county, multi-county, and statewide faculty who program through a variety of functional units in UW-Extension. All Faculty holding membership in this department shall have the right to vote or participate otherwise in department meetings when consistent with committee duties and responsibilities. **A department member that accepts a ‘limited’ appointment in the UW System shall be an ‘inactive’ department member. None of the department rights or responsibilities applies to inactive department members.**”

Discussion centered on what the term “limited” means. In this context it means concurrent. There is a need for a glossary of terms in the bylaws.

**Call the question-Meehan-Strub. Motion carried.**

#### **11. Executive Committee – Donna Doll-Yogerst**

The Executive committee has not met.

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

#### **12. Ad Hoc Committee Reports**

##### **A. Remembrance - Kathy Hetzel**

Since spring there have been no formal announcements of future retirements. Please contact Kathy Hetzel about pending retirements which she will keep confidential until they become public. She

appreciates the lead time to adequately arrange for an appropriate remembrance. Hetzel has been collecting a \$5 fee for 2006 from all department members. The majority of districts have contributed and your cooperation has been appreciated. If you have not written a check this year, please send your contribution to Kathy Hetzel in Dodge County.

**Motion by Hetzel, second by Olson to place this report on file. Motion carried.**

**B. Mentoring – Kathy Eisenmann**

The Ad Hoc Mentoring Committee has met twice since the April departmental meeting: June 16 and August 15, 2006. Prior committee members were invited to participate again and two new members were invited. Current members are: Ann Keim, Marma McIntee, Peggy Nordgren, Shelly Tidemann, Kathy Eisenmann, Mary Geissler and Jane Schaaf. Two ex officio members, Donna Doll-Yogerst and Faden Fulleylove-Krause are also participating on behalf of the department.

The committee has carefully considered the charge by the department to:

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

Through two discussions the committee has also identified specific items for consideration within those three key areas and will be moving forward on addressing those specifics by gathering some more information both within our department and within other departments. The consensus of the committee is that it is pretty important to gather this additional information before proceeding with the professional development as we need to address the department processes and the interrelationship between the program area and department prior to moving forward on the professional development.

In consideration of this information gathering and consensus building stage, the committee would like to request the department chair convene a joint face to face meeting between the district vice chairs, the department's Standard, Rank and Promotion committee and this committee at the earliest opportunity. The committee feels this joint meeting would assist the department in clarifying quite a bit of information and give all three committees an opportunity to build some consensus on future directions. This consensus will be important for the ad hoc mentoring committee to move forward on its charge.

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

**C. Documents – New committee needed**

The department chair discussed the need to review the department's bylaw and appendices to keep them up-to-date. Suggestions were to have chair appoint committee, include one person from each standing committee, take volunteers, include people from previous documents committee, include probationary faculty.

**Motion by Eisenmann, second by Caravella to have the department chair appoint a new documents committee taking into consideration committee membership of one person per standing committee, previous document committee members and probationary faculty. Motion carried.**

**13. Faculty Tenure Advisory Committee –Mary Fran Lepaska/Kathy Eisenmann**

Thank you to Edie Felts-Podoll for completing her term.

The FTAC has met one time on May 1, 2006 since the April departmental meeting to go over some committee organization. Dates for the 2006/07 meetings were set and new members were welcomed as well as departing members thanked. Thanks to Karen Dickrell for her time on the committee and welcome to Mary Fran Lepaska who will be serving 2006-09.

The FTAC has set dates to meet on November 28-29 2006 and February 12-13 and March 26-27 2007. The FTAC anticipates meeting in October or November to do some additional organization for the coming year, although that date has not been set yet.

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

**14. Faculty Senate/University Committee Report– Luanne Meyer, Judy Knudson, Mary Gruenewald, Kathy Hetzel**

**Luanne Meyer** - A topic of discussion at Faculty Senate on 06-13-06 was UWS-7 Dismissal of Tenured Faculty. An ad hoc committee from Faculty Senate which includes Judy Knudsen from Family Development was formed and met in July to address a letter from W. Lee Hansen, Professor Emeritus from UW-Madison, which stated a concern that possibly the Board of Regents has overstepped its bounds in making some decisions regarding UWS-7.

This committee meets the week of August 21 to continue this discussion and to address issues including but not limited to:

- the wording "being charged" vs. "been charged"
- what constitutes substantial risk regarding professional responsibilities vs. personal
- how self-reporting may affect future rights, etc.

The results of the ad hoc committee meeting will be on the agenda for the Faculty Senate September meeting.

**Introduction – Mary Gruenewald**

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.

Highlights of recent issues being addressed are as follows:

**UW-Extension and UW-Colleges Administrative Integration Steering Committee**

This committee has focused on integrating administrative functions where feasible. Examples of the work accomplished so far include a joint UW-Colleges and UW-Extension EEO director Valerie Maurice, the Instructional Technology function and the location of UW-Colleges administrative employees to 432 N. Lake Street, with the building renamed UW-Extension/UW-Colleges.

The committee will now focus on administrative services and human resources, working toward a model similar to the diversity and IT model. Also, Marv and Margaret have been given the charge by Chancellor Wilson to look for opportunities for connecting the two institutions academically and programmatically to make the best use of the collective expertise in addressing the emerging needs of the state.

**UW-Extension and UW Colleges Joint Governance:**

The UW-Extension joint University Committee and Academic Staff meeting began a conversation at the August meeting to explore joint governance between the two institutions. It is important to explore combined governance (one set of policies and procedures) in the move toward a merged institution. University Committee chairperson Rob Burke has had an initial meeting with UW-Colleges counterpart Doug Hosler.

**Library Access for Faculty:**

Ray Schultz reported at the July 2006 University Committee meeting that county-based faculty and staff will be getting full electronic access to all library resources of UW-Madison (full database and search engine access). Steenbock Library will assist in teaching staff how to use these electronic resources. A separate issue is physical access. Schultz is pursuing this also, which involves having a photo ID. This is in the discussion phase and hopefully will be resolved in the not-too-distant future.

**Motion by Gruenewald, second by Hermann to place senate report on file. Motion carried.**

**15. Systemwide Extension Council – Kathy Hetzel - No report.**

Kathy Hetzel will represent the department on the Systemwide Extension Council (advisory to Chancellor). Mary Gruenewald will represent the University Committee.

**16. Academic Leadership Standing Committee/ CAEC/Academic Dept chairs sub- committee – Donna Doll-Yogerst**

Doll-Yogerst currently serves on the CEAC workforce diversity retention group. Work has been completed on the Strategic Planning sub-committee.

ALSC met March 23, 2006. The next meeting is Sept. 23.

ADC met with Chancellor Wilson July 28, 2006. The presentation included: Overview and Examples of Scholarship, Madeline Gotkowitz and Donna Doll-Yogerst; Value of County Based Faculty, Tom Schmitz; Styles, Strengths and Traditions of Faculty Governance, Randy Knapp and Donna Doll-Yogerst and What Lies Ahead for UWE Academic Departments and Faculty Governance, Dan Wilson. The next ADC meeting will be Sept 24.

Please visit the academic leadership standing committee website periodically to stay tuned to what is being proposed:

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

CEAC meeting agendas and minutes can be found on D2L

<http://www.uwex.edu/D2L/> Need your Net ID and password to get into the site.

**Motion by Doll-Yogerst, second by Keown-Bomar to place this report on file. Motion carried.**

**17. Comments from Family Living Program Area - Laurie Boyce**

Boyce mentioned there were open positions in Marathon, Green, Rusk and Oneida Counties. The program area is supportive of discussing with the department clarification of mentor roles and program area roles for new colleagues. There is also money for Family Living projects from the program area.

**18. Announcements**

**19. Adjourn** – Adjournment time was 2:42 pm.

**Future meetings** of the Department of Family Development: December 4, 2006, April 2, 2007.

Respectfully submitted,

Peggy Nordgren, secretary