

Department of Family Development
Wednesday, August 31, 2005
1:00 – 2:30 pm

MINUTES

1. Call to order

Meeting called to order by Department Chair Doll-Yogerst at 1:03 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.

3. Adoption of agenda

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

4. Introductions

Parliamentarian – Edie Felts-Podoll

Secretary – Peggy Nordgren

New Members - Nancy Crevier, Marinette

Julie Keown-Bomar, Eau Claire, 9/19/05

5. Roll call – Peggy Nordgren

Present

Beverlee Baker, Laurie Boyce, Linda Bruce, Jennifer Caravella, Nancy Crevier, Donna Doll-Yogerst, Kathleen Eisenmann, Edith Felts-Podoll, Ann Flickinger, Faden Fulleylove-Krause, Mary Gruenewald, Marilyn Herman, Kathleen Hetzel, Jane Jensen, Karen Joos, Rhonda Kleist, Judith Knudsen, Marilyn Kooiker, Joan Laurion, Mary Fran Lepaska, Faye Malek, Gayle Rose Martinez, Marma McIntee, Mary Meehan-Strub, Kathleen Metzenbauer, Luane Meyer, Kathryn Miller, Peggy Nordgren, Mary Novak, , Linda Olson, Gail Peavey, Pam Peterson, Henrietta Straub, Michelle Tidemann, Dianne Weber, Tedi Winnett, Janay Ziebell, Lori Zierl 36/71 members present for a quorum.

Excused

Lana Anderson, Karen Dickrell, Barb Duerst, Linda Heppner, Christine Kniep, Joan LeFebvre, Margaret Olive, Patricia Rychter, Jane Schaaf, Nancy Stoutenborough-Brochs, Elizabeth Tarabek

Absent

Nan Baumgartner, Mary Brintnall-Peterson, Kristen Bruder, Sue Buck, Mary Campbell Wood, Jackie Carattini, Beverly Doll, Karen Ehle-Traastad, Mary Geissler, Betty Gleason, Karen Hintz, Yvonne Horton, Cynthia Jacoby, Brenda Janke, Marcia Jante, Ann Keim, Roberta Lawonn, Mary Lestrud, Trinke McNurlin, Cynthia Muhar, Susan Nagelkerk, , Ruth Schriefer, Cheryl Rew Stapleton

6. Volunteer team to review minutes

Laurion, Straub and Caravella volunteered to review the minutes.

7. Review and approve minutes of April 4, 2005 meeting as distributed via e-mail Motion by Felts-Podoll, second by Joos to place the minutes on file. Motion carried.

8. Standing Committee Reports

a. Vice Chair Committee Report – Rhonda Kleist

The Vice Chair Committee met on July 18, 2005 via WisLine Teleconference.

The election of committee officers was held. Mary Geissler will continue as secretary and Rhonda Kleist was elected as Chair.

The committee updated the list of mentors and mentees and reaffirmed that it is the vice chair's role to coordinate this process.

We reviewed Sections 2.02, 2.03, 2.08 of Department of Family Development By-laws that pertain to the vice chair committee. The discussion centered on the challenges associated with filling department roles with the change to a quad county group and lack of tenured faculty. Our recommendations for changes to Sections 2.02, 2.03, 2.08 will be forwarded to the Ad Hoc Committee on Documents.

We discussed appendices B1 and B2 concerning peer reviews and the vice chair committee. The committee agreed that the peer review process is the responsibility of the individual faculty member and that we as a committee do not have a role in the process.

The members of the Vice Chair Committee agreed that we need to continue to clarify our roles and responsibilities.

The next meetings will be on November 14, 2005 via WisLine.

This concludes my report.

b. Standards, Rank and Promotion Report – Rita Straub

The SRP Committee will be meeting in Stevens Point on Tuesday, September 6, 2005 at 9:30 AM at the University of Wisconsin Student Center to review 3 portfolios submitted for promotion from assistant professor to associate professors with tenure. The committee will also be reviewing the department by-laws section which has the SRP Committee responsibilities. This draft was received via e-mail from Peggy Olive via e-mail from her ad hoc committee to revise the department by-laws. Peggy needs the comments and suggestions from the SRP Committee by September 15th.

This concludes my report.

Doll-Yogerst also stated the district directors have discussed with her and asked to pass on the information that they write a full recommendation for promotion including the financial support for the position. It is not necessary to ask them for another recommendation.

c. Research and Studies Report – Jennifer Caravella

The R&S Committee last met via WisLine on August 12, 2005. Three new members were welcomed: Trinke McNurlin, Nancy Crevier and Cyndy Jacoby.

The committee approved a motion to change wording in the DFD By-laws to reflect changes that have occurred as a result of UWEX re-districting and creation of the Urban Cluster.

The committee also decided that they would like the opportunity to offer a workshop on “writing a department paper” at the next face to face DFD meeting if the schedule allows.

The committee decided to put all the “old” hard copy DFD papers on the Dept. web site. All of the existing 18 papers have been scanned and sent to Liz DeVos to be put under a link called “Archived Department Papers.”

Two papers were submitted to the committee and will be reviewed during the Nov. 11 Research & Studies meeting.

This concludes my report.

d. Tenured Faculty Review – Tedi Winnett reporting for Ruth Schreifer

The committee met via WisLine in July and reviewed 4 faculty members' Tenured Faculty Review documents. The next meeting we will review our committee documents.

This concludes my report.

e. Professor Committee – Mary Meehan-Strub

There were no candidates for promotion to Professor this year. The Professor Committee encourages eligible candidates to start now in planning for next year. The Committee will meet this fall to review procedures for next year's process.

This concludes my report.

f. Executive Committee – Donna Doll-Yogerst

The Executive committee has not met. All associate professors (tenured) are members of the Executive committee.

This concludes my report.

Motion by Hermann, second by Zierl to place all Standing Committee Reports on file.

9. Ad Hoc Committee Reports

a. Remembrance - Kathy Hetzel

The Department of Family Development will honor *Mary Lestrud*, Family Living Educator and Polk/St.Croix Nutrition Coordinator for her retirement on November 2, 2005 with a retirement gift.

Advance notice of retirements is very helpful, so please let me know if you or anyone you know will be retiring in the next year. Any early notices I receive will be kept confidential.

The Remembrance Fund will need to be replenished next year. It is requested that the District Vice-Chairs collect a \$5 contribution from members in spring or at our May face-to-face.

b. Ad Hoc committee on Documents – Faden Fulleylove-Krause

The bylaw committee has contacted each department committee and asked that they get any recommended changes to them. The primary goal is to have our bylaws and appendices in compliance with the new CES districts. Committee representation is a critical issue. The bylaw committee will be getting the recommended changes to the dept members 30 days before the December 5 department meeting. Committees need to get their recommendations to all three committee members by mid October.

Motion by Felts-Podoll, second by Bruce to place the Ad Hoc committee reports on file. Motion carried.

10. Faculty Tenure Advisory Committee – Kathleen Eisenmann/Karen Dickrell

The FTAC met on May 24, 2005 briefly. We only had a quorum for a short period of time, so no business was conducted. Future meeting dates for the purpose of portfolio review are November 16 & 17 2005; February 22 & 23, 2006 and March 27 & 28, 2006. Katy Forsythe, Eau Claire County 4-H Youth Development Agent, is the FTAC chair for 2005/06. At this time, the 2005/06 meetings will be located in Stevens Point.

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

11. Faculty Senate – Luanne Meyer, Judy Knudson, Edie Felts-Podoll

Kathleen Eisenmann, substitute Senator for Central and Southern District at the June meeting, reported on the status of the Chancellors search and screen.

Each Faculty Senator must find a person to substitute for them when not available to attend.

The following volunteered to be substitutes

Central/Southern District – Jennifer Caravella
Eastern/Quad Counties – Faden Fulleylove-Krause
Western/Northern District – Karen Joos

Each Senator will contact the Secretary of the Faculty indicating their substitute.

It was recommended to place a statement regarding the need for substitute Faculty Senators into the Department of Family Development Standing Rules document.

URL for Faculty Senate: www.uwex.edu/secretary/FS/

Motion by Fulleylove-Krause, second by Caravella to place this report on file.

12. University Committee Report - Mary Gruenewald

Two University Committee meetings have been held since the April DFD meeting, June 14 and August 10. The August 10 meeting was a joint meeting with the Academic Staff Council.

June 14 meeting agenda items included the following:

1) Interim UW-Extension Chancellor Marv Van Kekerix report, for more information, <http://www.uwex.edu/chancellor/gov/gov0605.pdf>

2) UW-Extension—UW-Colleges integration, for more information, <http://www.wisconsin.edu/uwc-uwex/>

3) UW-Extension—UW-Colleges Chancellor Search and Screen Committee, for more information, <http://www.wisconsin.edu/uwc-uwex/chancellorsearch/announcements/pulicinput.htm>

4) September Board of Regents' Meeting Hosted by UW-Extension, to be held at the UW-Extension, Washington County office.

The August 10 Academic Staff Council and University Committee Joint Meeting was primarily an organizational meeting for the 2005-2006 year. Agenda items included: 1) Ray Schultz has been hired to replace Greg Wise as Secretary of the Faculty; 2) Tenure Orientation workshops will be scheduled to be held sometime in spring, 2006.

The next University Committee meeting is scheduled to be held on September 20, prior to the Faculty Senate Meeting.

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

13. Systemwide Extension Council – Edie Felts-Podoll

Rita Straub represented the Department of Family Development at the March Council meeting. The presentation for the day was UW-Colleges and UW-Extension integration.

A substitute is needed for the September 21st Systemwide Extension Council. Please contact Edie Felts-Podoll if you can attend this meeting at the Pyle Center in Madison from 10:00 a.m. to 3:00 p.m.

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

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

ALSC – CPAG continues to be a high priority. Deb Jones reports on a consistent basis. Ray Schultz, Secretary of Faculty & Academic staff is working on tenure workshops around the State. He may be calling on DFD SRP and FTAC members to present. He also is in need of IRB (Institutional Review Board) members. This is the group that deals with human subjects' protection. He needs more members to be appointed by the Vice Chancellor. The IRB meets

less than 1X/year. If you are interested please let Doll-Yogerst know and she will forward your name for consideration. You can visit the ALSC at:

<http://www.uwex.edu/ces/admin/committees/committee.cfm?committeeid=3>. Pam Peterson stated she was interested in the appointment.

CEAC – Academic Dept Chairs rotate attendance a CEAC. Oct. CEAC is mandatory for all ADC and will be the annual planning meeting – Hot topics for the agenda include program coverage statewide given \$520,000 deficit for FY 06 and continuous deficits— Issues - People in Transition (\$450,000 currently). There is a sub-committee working on this. New travel regulations were described. The Budget Office breakout session at the Sept. conference will cover the new regulations. The 2007 promotion salary increase adjustments are still on target. You can visit CEAC at:

<http://www.uwex.edu/ces/admin/committees/committee.cfm?committeeid=2>

Academic Dept Chairs – This group meets with the Dean prior to CEAC to discuss issues of concern. The promotion increase would actually take place on June 30, 2007 so that those faculty and staff receiving their promotions on July 1, 2007 (having been approved by the Regents at their June 2007 meeting) would receive the increase. (Pending available funding.) Academic Dept. chairs asked for a contingency plan for the 2007 promotion increases in case UW-Extension is in dire fiscal need. Arlen restated CEAC commitment to the promotional salary increases. The issue of compaction at the professorial level was the main concern. All our departments have members who are holding off with promotions to professor anticipating the increase in promotion salary. This issue will remain an item of discussion.

Q: would members prefer to receive a short email following these meetings rather than have this as an agenda item at the end of our meetings? Dan Wilson does this in the CD dept. No definitive answer on this question from members.

I move to place this report on file.

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

15. **Joint face-to-face meeting design team** – 4-H and Family Living are discussing both having department meetings on April 6, 2006 somewhere in the central part of the state. There is consideration on meeting together for all or part of the meeting or meeting separate for all or part of the day. Meeting together would be an opportunity to share scholarly work and discuss the promotion process. Meeting separate would allow for additional mentoring training (a continuation of last year?) and give the Research & Studies committee opportunity to discuss sharing scholarly work through the department. Doll-Yogerst suggested part of the time together, part separate may be appropriate.

Pam Peterson volunteered to serve on a joint face-to-face department meeting design team.

16. **Volunteers for Ad Hoc committee on Academic Department Backup Appointments**
Yogerst began discussion of whether or not the department needs an ad hoc committee to look at this issue. Since this issue is being addressed at higher levels in the university, we will put the

idea of an ad hoc committee on the December agenda. Department may also need to address academic staff entrance into the department or faculty status within the department.

Meehan-Strub also brought up the issue of beginning salaries being similar or not across program areas. Boyce explained it is a complex issue based on expectations of position in each county.

17. Adjourn

Doll-Yogerst, chair, declared the meeting adjourned at 2.35 pm

Future meetings of the Department of Family Development: Dec 5, 2005, April 3, 2006 via WisLine at 1:00 pm or April 6, 2006 joint meeting with Department of Youth Development.