

Approved 11/06/07

Ad Hoc Documents Committee Meeting
Department of Family Development
Friday, September 7, 2007
WisLine

Present: Nancy Crevier, Kathy Eisenmann, Peggy Nordgren, Linda Olson, Jackie Carattini, Bev Doll, Jane Jensen, Michelle Tidemann, Janay Ziebell, Donna Doll-Yogerst

Absent: Judy Knudsen, Chris Kniep

Call to order - Meeting was called to order by Peggy Nordgren at 1:05 p.m.

- I. **Welcome and Introductions** – Nordgren welcomed everyone to the meeting. Will add “Approval of minutes” to agenda next time. May need to vote on other items in the future. Need all minutes approved.
- II. **Certification of Wisconsin Open Meeting Law compliance** - Nordgren certified the meeting was in compliance with Open Meeting Law by indicating it was posted through Mary Detra’s office as required by Open Meeting Law Section 19.84 of the Wisconsin State Statutes.
- III. **Review Purpose of Committee/Committee Tasks** – reviewed minutes of previous meeting pertaining to purpose. Nordgren shared a draft of an organizational chart for the Department of Family Development. Might help committee visualize any additions or changes to department structure.
- IV. Review bylaw discussion at department meeting – Suggestions from the membership included using a portion of the executive committee, using the professor committee, using one person from each department committee or one person from each district to give advice to chair on rank at hiring issues, strategic planning and face-to-face meeting design.
- V. Discuss options for “leadership council”, advisory committee – suggested that council could include one person from every standing committee, professor committee, faculty senator and representative to faculty tenure advisory committee. Suggestion: to serve as professional development committee for the department.
- VI. Update on progress of department committees’ revisions
 - A. TFR committee – done
 - B. SRP – will be meeting October 24
 - C. Research & Studies – will be meeting October 25. Suggested they consider additional duties pertaining to professional development. May need a mix of tenured and non-tenured faculty on committee. Committee suggested including research presentations and department papers to their list of duties.

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- D. Vice Chairs – still working on revisions
- E. Faculty Senate and University Committee – Judy will look at and report next meeting
- F. Professor Committee – Kniep will report next meeting
- G. FTAC – Eisenmann will look at and revise if necessary
- H. Ad Hoc Mentoring Committee will have recommendations for changes in the mentoring structure of the department and thus, Appendix H.

VII. Next Steps

- A. Wait for department committees to review and revise their sections of the bylaws.
- B. Draft a bylaw section to incorporate a leadership council into our department
- C. Doll- Yogerst will examine bylaws 4.00 and 5.00 for revisions
- D. Full committee will examine bylaw 6.00 on academic staff for discussion at next meeting. Nordgren will send out email from Peter Manley on how CRD is handling academic staff in department.

VIII. Assign New Tasks

- A. Nordgren will add document revision language to the secretary's duties in bylaws
- B. Nordgren and Doll-Yogerst will draft a bylaw section to incorporate a leadership council into our department for next meeting.
- C. Committees will continue to review their section of the bylaws and appendices, make any changes and return to the Documents Committee by November 1, 2007. Changes can be sent to Nordgren as soon as respective committees are ready.
- D. Nordgren will continue reviewing the bylaws to look for inconsistency in language from one section to another.

IX. Set Meeting Dates – November 6 is the next meeting date. Nordgren will arrange for WisLines and email the dates and times to committee for January 11, 2008-am, February 29, 2008-am and April 11, 2008-am.

X. Adjourned at 3:05 pm.

Submitted by Peggy Nordgren, chair

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