

Department of Family Development
Monday, September 13, 2004
10:00 - 11:30AM
MINUTES

1. Call to order
Meeting called to order by Chairperson Fulleylove-Krause at 10:02.
2. Certification of Wisconsin Open Meeting Law compliance
This meeting was posted to meet the WI Open Meeting Law compliance.
3. Adoption of agenda
Motion by Anderson, seconded by Straub to adopt agenda. Motion carried.
4. Introductions
Fulleylove-Krause introduced the following individuals:
Secretary – Donna Doll-Yogerst
Parliamentarian – Edie Felts-Podoll
New Members - Beverly Doll and Barb Duerst
5. Thank you Linda Heppner for serving as Secretary
Fulleylove-Krause thanked Linda Heppner for her contributions to the department as secretary.
6. Roll call – Donna Doll-Yogerst
Members present: L. Anderson, L. Boyce, J. Caravella, K. Dickrell, B. Doll, D. Doll-Yogerst, B. Duerst, K. Ehle-Traastad, E. Felts-Podoll, F. Fulleylove-Krause, M. Geissler, M. Gruenewald, M. Herman, K. Hetzel, K. Hintz, M., C. Jacoby, J. Jensen, K. Joos, A. Keim, R. Kleist, J. Knudson, R. Lawoon, M. Fran Lepaska, F. Malek, M. McIntee, M. Meehan-Strub, K. Metzenbauer, K. Miller, P. Nordgren, M. Novak, P. Olive, G. Peavey, C. Rew Stapleton, P. Rychter, J. Schaaf, N. Stoughtenborough, R. Straub, B. Tarabeck, S. Tidemann, D. Weber, T. Winnett, J. Ziebell, L. Zierl. Excused: M. Brintnall-Peterson, L. Bruce, K. Eisenmann, C. Kniep, J. Laurion, M. Lestrud, L. Meyer, L. Olson, R. Schriefer.

43 of 66 members present for quorum.
7. Volunteer team to review minutes
L. Zierl, R. Straub, G. Peavey volunteered to review the minutes. Each member reporting was reminded to send their electronic report to the secretary.
8. Review and approve minutes of April 19, 2004 meeting as distributed via e-mail
Correction of C. Muhar last name was noted. Motion by Caravella, second by Joos to accept April 19, 2004 minutes as corrected. Motion carried.
9. Fiscal Update (budget attached)
Chair noted her budget goal has been to determine the actual budget needed for the department. She noted our history as big spenders and the need to get back in line with other departments. The budget was reviewed, asking each committee to note their budget.

Wisline costs were generously covered by L. Boyce in past and were not billed last year. J. Caravella asked the cost of Wisline minutes which Boyce emailed for the minutes. A face-to-face meeting is planned for 2004-05 noting that this has not occurred since 2000. There is a need to discuss mentoring priorities and provide opportunities for research & studies through scholarship. A department chair now sits on CEAC and is included in the budget. Motion by Herman, second by Knudson to adopt the 2004-05 budget of \$8,507 for the Department of Family Development. Motion carried.

The current WisLine rates are \$.09 per minute per line. If a toll-free number is used, the charge is \$.13 per minute per line. Cooperative Extension, does in addition pick up the "bridge" costs. We make use of a large pool of minutes that are not directly charged to individual units.

10. Standing Committee Reports – *Please send reports to the secretary within the next 3 days*
 - a. Vice Chair Committee Report – Peggy Nordgren (reported by Mary Geissler).
The Vice Chair Committee met on July 19, 2004 via WisLine Teleconference.

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

The committee then discussed the need to examine department representation on committees with the redistricting that has occurred. Questions brought up include: Should committees have less people? Is district representation important? Should all positions be at large? No matter what the solution is, it will have to be decided and bylaws will have to be redone before the next election in February.

The election of committee officers was held. Mary Geissler will continue as secretary for this year and Peggy Nordgren will continue as Chair.

The next meetings will be on November 15, 2004 and March 14, 2005 via WisLine. Motion by Geissler to place report on file.

Parliamentarian clarified the process for accepting reports to either accept each report individually or to accept all reports at end of this agenda item. Chair indicated to accept all at the end. Mary Geissler requested to withdraw her motion. Motion withdrew.

Chair Fulleylove-Krause will work with Nordgren to push back the Feb. election if needed until Faculty Senate re-aligns the new administrative districts resulting in by-law revisions for the Department.

b. Standards, Rank and Promotion Report – Peggy Olive

The Standards, Rank, and Promotion Committee met via WisLine on June 9, 2004. As part of the restructuring from 9 members down to 7, the committee welcomed one new member and thanked three out-going members. Election of officers was held. For the 2004-05 academic year, Peggy Olive is chair, Rita Straub is chair-elect, and Mary Novak is secretary. An internal form was drafted to assist committee members in reviewing documents. Other business discussed included the by-law changes, mentor handbook, and tenure preparation alternatives.

The next meeting is scheduled for September 27, 2004 at UW-Stevens Point. The committee will review one document, one request for Emeritus status, and will continue discussions on tenure preparation activities.

c. Research and Studies Report –Gail Peavey

Research and Studies Committee met on May 14. Linda Olson declined nomination to continue as chair of the committee since Shawano County will become part of the Central District. Gail Peavey was elected as chair and Jennifer Caravella as secretary. The committee reviewed Jennifer Caravella's paper and recommended revisions to be completed by the next scheduled meeting in August.

The Committee met on August 20 and accepted Jennifer's paper with minor revisions. The paper has been forwarded to Faden Fulleylove-Krause and will soon be posted on the web site. The committee reviewed the bylaws on research and studies committee membership and discussed re-districting concerns. The committee suggested the consideration of an at-large position on some Department committees to avoid undue hardship on the smaller county cluster.

The next scheduled Wisline meeting will be November 12.

d. Tenured Faculty Review – Karen Hintz

The Department of Family Development Tenured Faculty Review Committee conducted reviews for six department members on July 12 and 13 via Wisline teleconference. After the reviews were completed, as outlined in the department's documents, Tenured Faculty Review Comment Sheets completed by the TFR Committee for each faculty member and the Professional Development plans submitted by each faculty member were forwarded to Department of Family Development Chair Faden Fulleylove Krause.

The Tenured Faculty Review Committee proposes this additional clarification for Appendix G.1--"Guidelines for Submitting for Tenured Faculty Review".3. Process (j): The review should reflect on all faculty work, since the faculty member's last review, including administrative responsibilities.

Two other suggestions from the committee are for Appendix G.2--"Content for Submission". For (b) (2): Copies of all job description(s) since the last review appropriately signed and dated. For (b) (3): Copies of Self Initiated performance Reviews (SIPR) and/or administrative performance reviews, dated and signed by the appropriate administrator.

As chair of the committee, I would like to thank committee members Mary Lestrud, Donna Doll-Yogerst, Mary Fran Lepaska, and Ruth Schriefer for their participation and professionalism. On behalf of the committee, I would also like to thank the candidates being reviewed for their efforts and cooperation. By participating on this committee, you learn about the scholarly work in Family Living occurring across Wisconsin.

I also appreciated Mary Fran Lepaska's work as secretary of the committee, and she will be continuing in that role next year. Ruth Schriefer was elected chairperson. We thank Mary Lestrud for her fulfilling her term, including one year of chairing the committee and we appreciated Donna Doll-Yogerst's willingness to finish Shelby Meier's term. Judy Knudsen as agreed to finish out my term, as I move into the Eastern District Director position. We

welcome Tedi Winnett, representing the committee of professors and Lana Anderson, representing District 3, to the Tenured Faculty Review Committee.

In 2005 the Department members to be reviewed include: Rita Straub, Mary Gruenewald, Marma McIntee, Mary Lestrud, Lori Zierl, Kathy Miller and Kathy Metzenbauer.

Chair Fulleylove-Krause will work with new TFR chair, Schriefer to prepare suggested changes to be acted on at next department meeting.

e. Professor Committee – Mary Meehan-Strub

The Professor Committee will set the Committee meeting schedule for review of documentation submitted by candidates for promotion to Professor when all the "intents to submit" - due September 15, 2004 have been received. (Note this deadline date is for 2004 only.) The Committee would like to encourage all eligible Associate Professors to consider promotion to Professor. A mentor will be appointed to provide input and suggestions when names of candidates have been received.

For general information, with regards to faculty promotions within UW-Extension, a Resource Reallocation Committee has been appointed to consider the CRD Department "Proposal on Compensation for Promotion," dated January 2, 2003. A compromise currently being considered would include the following promotion increases: \$2500 for Assistant Professor, \$3500 for Associate Professor, and \$4500 for Professor. The Committee will present a preliminary report to CEAC at the September 23-24 meeting. A final report and recommendation for a decision will be given to CEAC at the October 14-15 meeting. Department members are encouraged to stay current with any decisions that are made regarding these promotions.

f. Executive Committee – Faden Fulleylove-Krause

There is no report as the committee has not had to meet.

Motion by Nordgren, seconded by Lepeska to accept the Standing Committee reports.
Motion carried.

11. Ad Hoc Committee Reports

a. Remembrance - Kathy Hetzel

A remembrance box will be presented to Roberta (Bobbi) Lawonn later this month to honor her retirement. We have two more remembrance boxes purchased and we are ready to learn about any new retirements as soon as possible. Please send information directly to Kathy Hetzel or through Faden Fulleylove-Krause.

b. Mentor – Marma McIntee, Peggy Nordgren

To date the committee has spent time clarifying the relationship of peer review to the mentor process; and defining the mentoring process. We hoped that would bring some clarity to the subcommittee and department as a whole.

The subcommittee decided to continue working on revising the draft mentor handbook, but also decided it would be necessary to hold a mentoring workshop. This in-service

will be necessary to bring all department members up to speed on the new handbook and train future mentors on the process.

Another lengthy discussion was had regarding the intersection of scholarship and program development and evaluation. Committee members felt it was important to emphasize the following points in developing the mentor relationship:

- importance of the research-based connection to development of a plan or program of work
- importance of scholarship to colleagues' work, including the need to seek peer review of materials developed
- the role of the department in the SIPR and three year review process; and
- the role of the mentor team in the portfolio development process.

It was noted that the Faculty Senate's criteria for portfolio for associate professor include six criteria of professional accomplishment. Scholarship is only one of those six criteria.

The committee felt all six of those criteria should be included in the department's documents and professional review of the untenured faculty member. This would assist the mentor team in providing support, guidance and critical evaluation to the mentee that would appropriately include more than just a review of their scholarship and better prepare them for successful portfolio review according to existing institutional policies.

In addition, the committee clarified that peer review is a professional review by colleagues of materials developed. Peer review is not synonymous with the mentor team process. Peer review can be used as a means to evaluate a colleague's scholarship and professional accomplishment, and may be a component of a broader mentor team process.

The committee will draft amendments to Appendices B.1 and B.2 to incorporate those six Faculty Senate criteria. Peggy Nordgren and the Vice Chairs committee will oversee modifications to Appendix H to align them with those criteria as well. The SRP committee's portfolio review document will be consulted to make sure the mentor handbook's advice and counsel mirrored the committee's expectations on the portfolio review.

The subcommittee's consensus is the mentor process has to be a team approach involving both the program area and the department working together to achieve mutual goals. The district liaisons and mentor teams should work cooperatively on behalf of the professional development of untenured colleagues.

The subcommittee feels very strongly that mentor teams should be appointed no later than the third month of the new employee's employment. This process should begin with a contact from the district Vice-Chair very early in the new colleagues employment, and the Vice Chair should assist the new colleague in identifying and recruiting a mentor team by the third month.

c. Engagement and Controversy – Faden

The Departments contribution was forwarded to the chancellor and will join with the other departments for the System-Wide Extension Council's final version.

Motion by McIntee, second by Malek to place Ad Hoc committee reports on file.
Motion carried.

12. Faculty Tenure Advisory Committee –Roberta Lawonn/Karen Dickrell

Thank you to Bobbi Lawonn for her three years of service. Welcome to Donna Doll-Yogerst as the new department representative.

The Faculty Tenure Advisory Committee is Advisory to the Dean. This past year, the Dean did not agree with two of the committee's recommendations. The Dean met with us via teleconference and recognized the work we did as valuable, but went on to say he took a different look at two situations because of a combination of factors.

We also found that early tenure procedures vary in understanding and we are not consistent in all departments. This will be taken back to the academic departments for further discussion. As a committee we took uncomfortable positions, it was rigorous and difficult at times, but we also learned from the process.

All Family Development documents reviewed by FTAC received a positive decision from both FTAC and the Dean.

Karen commended the faculty members submitting, their mentor teams and the SRP committee on their work this past year as it was exemplary work.

Regional meetings are scheduled this fall to review the tenure process for untenured faculty, mentor teams, SRP committees and FTAC members. Karen has the dates and information if you are interested.

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

13. Faculty Senate/University Committee Report – Luanne Meyer, Marcia Jante, Edie Felts-Podoll/Mary Gruenewald

Since the last meeting of our Department on April 19th the Faculty Senate met June 1st. Issues at that meeting included:

Changes in Cooperative Extension Administrative Districts and how those changes will result in policies and procedure changes in our documentation.

Health Care Co-Payment Model Committee – Edie thanked Department of Family Development members for sharing stories regarding pharmacy benefits. Your stories helped to created a position that pharmacy benefits were inconsistent and more study was needed.

A presentation was made by Dan Hill. He is Extension's representative to the UW System **Inclusivity Initiative on Lesbian, Gay, Bisexual, Transgender and Questioning People**. From that presentation a sub-committee from Faculty Senate was developed that included Corliss Olson, Jean Berger joining Dan Hill. Edie volunteered to serve as well.

Resolution and memo regarding a position statement on marriage will be forwarded to the department members. The resolution will be discussed September 14th and voted on December 7th at Faculty Senate. Anyone wishing to comment on the resolution, please provide input by November 30, 2004.

From the Ad Hoc Committee on the WI Legislature's Proposed Constitutional Amendment Regarding the Definition of Marriage

At the June meeting of the Faculty Senate, we heard a report from Dan Hill, a member of the System-wide Inclusivity Initiative. Dan reported that there is disturbing evidence that lesbian, gay, bisexual, transgendered, and questioning people experienced severe hostility on UW campuses. Given the University's position prohibiting harassment and discrimination, and in support of diversity, the Senate asked for a committee to draft a resolution opposing the proposed Constitutional Amendment defining marriage, an amendment which contradicts policies against harassment or discrimination against individuals.

The Committee is submitting to you a draft resolution for your discussion and action, as requested. We have several goals. *The first is to encourage an open, respectful discussion of the issue.* We realize this issue is controversial, both among ourselves and in our communities. However, we believe that the issue warrants our serious consideration.

We recommend several parts to this discussion:

- first, the merits of the resolution.
Does this resolution defend the rights of those in the LBGTQ community and oppose harassment and discrimination?
- The second question is whether we want to take a stand defending those rights.
- And the third question is, if we do want to take a stand, does this resolution do what we want it to do?
In this form or in some other form?

We anticipate that you will want to consult your respective constituents following our discussion in September. Therefore, unless you determine otherwise, this resolution would be voted on at the December Senate meeting.

Submitted by committee members Corliss Olson, Jean Berger, Dan Hill, and Edie Felts-Podoll.

Gruenwald encouraged everyone to access the University Committee and Faculty Senate agendas and minutes via the web at <http://www.uwex.edu/secretary/>
Our representatives will keep us posted as to when a new agenda or minutes are posted.

Motion by Felts-Padoll, second by Joos to place report on file. Motion carried.

14. Systemwide Extension Council – Edie Felt-Podoll

Edie recommended that all staff should read the Chancellor & Vice Chancellor Quarterly Report to Governance & Advisory Groups. It provides an update on major initiatives that are being conducted within University Extension. The current issue is September 2004.

Systemwide Extension Council provides an opportunity for members to meet representatives from all campuses who service in an Extension Outreach role and become familiar with their programs and projects.

At the upcoming meeting of September 15th there will be a two hour block of time where Controversy & Engagement: The Professional Role of Outreach Faculty and Staff will be discussed.

The discussion will focus around the philosophical statements that were developed by UW-Extension departments and units regarding Controversy and Engagement. The charge for the council will be to look for commonalities and differences.

The next council meeting will be December 8th.

Motion by Felts-Padoll, second by Herman to place report on file. Motion carried.

15. Academic Leadership Standing Committee/ Academic Dept chairs sub committee – Faden Fulleylove-Krause

ALSC – Since our last Dept meeting, ALSC has met 2times, once in May and again Aug 31 –Academic Staff/Faculty relations continues as an important discussion. The CASI's (council on Academic Staff Issues) are in the beginning stages of their formation. Faculty status for Academic Staff continues to be discussed and our dept is the only one not having an official procedure to do so.

Legal counsel has determined that when depts. send out electronic ballots or have any discussion among members electronically ...these are considered electronic meetings and agenda's need to be posted. The discussions also need to be shared. Our recent bylaw vote was held under these new recommendations.

Financial impact of CRD proposal for salary increases at promotions was presented to CEAC for discussion. An Academic staff parallel track was added to the original proposal from CRD. CEAC representation by depts. With the April CEAC meeting an Academic Dept chair has been at CEAC meetings, I was able to attend the July meeting and will be retreating with them in Sept looking toward future and strategic plans and meet in Oct with Keith Ayers as we receive training in Responsibility based leadership. Core competency assessments are being developed by Sharon Klawitter.

Academic Dept Chairs, subcommittee

We have discussed the EXT Adm Districts and feel that having Eastern district include the old NE and SE districts, and the urban cluster is a model for consideration.

We approved the remediation process for TFR's. We are getting closer to completing the Guidelines for Faculty back ups, we are meeting this afternoon and Greg Wise will be "online" to walk through the paper and update and answer the questions of the new

Academic chairs. WHEN this is completed, I will bring these guidelines forward to our AD Hoc committee who will review it for our dept.

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

Announcements:

Stoughtenborough announced the upcoming Scholarship Wisline Webs and encouraged faculty to submit their scholarly work. The sessions will be held from 10-12 on Oct. 12, 2004, Jan. 7, 2005 and April 14, 2005

Fulleylove-Krause announced the face-to-face meeting with youth development in April, 2005 and encouraged carpooling to conserve the budget. Final details will be forthcoming.

16. Adjourn

The meeting was adjourned at 11:35.

Future meetings Dept of Family Development:

Dec 6, 10:00 AM;

April 4, 2005, 10:00 AM or possible face to face in April