



Department of Family Development
Vice Chairs
Via Teleconference

October 28, 2008
1:00 p.m. – 2:30 p.m.

Minutes

1. Call to Order – Karen Dickrell, acting coordinator
All members were present (Dickrell, Schaaf, Zierl, Baker, Metzenbauer, and Bruce)
2. Welcome/Introductions
3. Certification of Wisconsin Open Meetings Laws
4. Election of Chair
Motion by Bruce, second by Metzenbauer, to elect Dickrell as Chair, with Zierl as Chair-Elect. Motion passed.
5. Election of Recording Secretary
Motion by Zierl, second by Metzenbauer, to elect Bruce as Recording Secretary.
Motion passed.
6. Review and Approval of minutes (8/22/08) Ad hoc Mentoring Committee, SRP Committee and Vice Chairs Committee Minutes – minutes taken by Marma McIntee
Motion by Bruce, Second by Schaaf, to place minutes on file. Motion passed
7. Additions to Agenda (discussion items only)
None.
8. Review of Committee Charge (Review by-laws)
Reviewed as found on page 9 of by-laws. Brief discussion on professional development opportunities. This committee determines the subject matter and format, working with the SRP committee. This is a new/different role for the committee.
9. Correspondence
None.
10. Vice Chair initial contacts with district members
 - This needs to be done, especially with new members.
 - Vice chairs are to assign initial mentor for first year with new members.
 - Committee members are to request a spot on district agendas.
 - Dept. of Ag. has joint meeting with vice chairs committee and district liaisons. This committee may want to consider doing the same.
 - Vice chairs committee needs to work with the nominations committee to help keep all members aware and updated.
11. Early mentor selection of new district colleagues
 - Similar discussion as in item 10.
 - Recommendation that department members not mentor more than two mentees at the same time.
 - Dickrell to send e-mail to liaisons regarding our roles in supporting initial lead mentor appointments.

12. Web Page –what do we want to have on the department web page? Links needed, etc.
Good discussion on suggested changes. In addition, more time should be spent by members to review the web pages.
 - Page with committee information should have side tab link with additional information about each committee.
 - Department of Family Development committee information should not be listed on committee page, but left under the Department page?
13. Training needs for department members
Much discussion on training needs. Suggestions included:
 - Scholarship and Extension's unique role in communities.
 - Providing a rotating cycle of tenure related trainings.
 - Distinguishing between Success Stories, Annual Accomplishment Reports, other reports, etc. for new members.
 - General help with portfolios – doing this at New Colleague Orientation is too early.
 - Distinguishing between department, program, associations, tenure vs. non-tenure, for new members.
 - Find out what other departments do, and what this committee can use from them.
 - Report to Department of Family Development in December and invite them to share training needs.
 - Connect with SRP and liaisons annually to help identify training needs.
14. Next Steps and Responsible Parties
 - Each committee member should report at their district meetings.
 - Dickrell will e-mail district liaisons.
 - This committee will report to the Department WisLine meeting on December 1.
 - A meeting needs to be scheduled with SRP and liaisons after the December meeting.
15. Next Meeting Date(s)
Monday, January 5 – 1:00 to 2:30 (via teleconference)
16. Any Other Business (for discussion only)
 - How do we update mentor ream list on DFD website? This was done in November of 2007. Do changes go to Donna?
 - Who updates the mentoring guidelines now? Is this our responsibility?
 - We need to share the Mentoring Guidelines with department members when appropriate.
17. Adjournment
Motion by Schaaf, second by Metzenbauer to adjourn. Motion passed. Adjourned at 2:35 p.m.