

Approved 01/11/08

Ad Hoc Documents Committee Meeting
Department of Family Development
Tuesday, November 6, 2007
WisLine

Present: Nancy Crevier, Kathy Eisenmann, Peggy Nordgren, Jackie Carattini, Bev Doll, Jane Jensen, Michelle Tidemann, Judy Knudsen, Chris Kniep, Donna Doll-Yogerst

Absent: Linda Olson, Janay Ziebell (on leave)

Call to order - Meeting was called to order by Peggy Nordgren at 2:05 p.m.

- I. **Welcome and Introductions** – Nordgren welcomed everyone to the meeting.
- 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. Motion by Eisenmann, second by Doll to **accept** all previous **minutes** and place on file. Motion carried.
- IV. **Review Purpose of Committee/Committee Tasks** – reviewed minutes of first meeting pertaining to purpose. Committee will be updating, taking out and adding to eliminate as much confusion as possible.
- V. **Review bylaw revisions** - Reviewed changes made by Nordgren in the bylaws discussed last meeting: under department chair (designee to replace department chair on leave and as department representative when necessary), secretary, committees-adding nominations committee and changing vice chair committee to all mentoring and communication. Have made changes from the SRP Committee by taking out the vita references. Waiting for further changes from committee. Other issues discussed include:
 1. tenured vs. untenured on committees, specifically vice chair and research and studies committees.
 2. Is representation from each district on every committee necessary?
 3. the importance of including all information relating to achieving tenure in our documents in order to alleviate misunderstandings.
 4. importance of including criteria for promotion details in department documents

Nordgren received information from the Chair on Remembrance. Don't know how to handle it yet. Research and Studies wanted to make more changes; will be done by next meeting. SRP will finish, also. No changes in faculty senate; minor changes in Faculty Tenure Advisory Committee, given by Eisenmann.

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- VI. **Review appendices revisions** – reviewed appendices A (Jensen) and H (Tidemann). Nordgren asked committee to review Appendix H again on their own to understand the changes and what else would be affected.
- VII. **Discuss options for “leadership council”, dividing Vice Chair Committee** – Nordgren discussed the option of using the Committee of Professors for an “advisory committee” for the department chair. Would require adding one duty to their list of responsibilities in the bylaws.
- VIII. **Next Steps**
- A. Wait for other department committees to review and revise their sections of the bylaws and send their voted recommendations to the documents committee.
 - B. Research and Studies Committee will re-examine their recommendations concerning committee membership.
 - C. Eisenmann and Doll-Yogerst will examine bylaws 4.00 and 5.00 for revisions and add language from the articles.
 - D. Full committee will examine bylaw 6.00 on academic staff for discussion at next meeting. Nordgren will try again to find and send out email from Peter Manley on how CRD is handling academic staff in department.
 - E. Discussion of 50% time positions and scholarship? Full department?
- IX. **Assign New Tasks** – committees still working and section to be reviewed at next meeting.
- A. Research and Studies Committee (Crevier)
 - B. Tenured Faculty Review (Tidemann)
 - C. Appendices B1 and B2 (Ad Hoc Mentoring Committee)
 - D. Appendices D1, D2, D3 (Olson)
 - E. Remembrance (Nordgren)
 - F. Committee of Professors (Kniep)
- X. **Set Meeting Dates** – Next meeting dates are January 11, 2008 – 9-11 am, February 29, 2008–am and April 11, 2008-am.
- XI. **Motion by Kniep, second by Tidemann to adjourn.** Motion carried. Adjourned at 4:10 pm.

Submitted by Peggy Nordgren