

**Department of Family Development
Monday, December 3, 2007
1:00 – 2:40 pm via WisLine**

MINUTES

1. Call to order

Meeting was called to order by Donna Doll-Yogerst, Department Chair at 1:01 p.m.

2. Certification of Wisconsin Open Meeting Law compliance

Secretary Peggy Nordgren certified the meeting was in compliance with Open Meeting Law by indicating it was posted as required by Open Meeting Law Section 19.84 of the Wisconsin State Statutes.

3. Adoption of agenda

Motion by McNurlin, second by Rychter to adopt the agenda as printed. Motion carried.

4. Introductions

Parliamentarian – Kathleen Eisenmann

Secretary – Peggy Nordgren

New Members/Educators –

Patti Herman – Columbia County – November 1, 2007

5. Roll call – Peggy Nordgren

Present

Beverlee Baker, Linda Bruce, Mary Campbell-Wood, Jennifer Caravella, Nancy Crevier, Karen Dickrell, Donna Doll-Yogerst, Karen Ehle-Traastad, Kathleen Eisenmann, Connie Eisch, Angela Flickinger, Mary Geissler, Mary Gruenewald, Marilyn Herman, Patti Herman, Cynthia Jacoby, Jane Jensen, Karen Joos, Julie Keown-Bomar, Judith Knudsen, Marilyn Kooiker, Joan Laurion, Joan LeFebvre, Mary Fran Lepasca, Faye Malek, , Marma McIntee, Trinke McNurlin, Mary Meehan-Strub, Kathleen Metzenbauer, Luane Meyer, Kathryn Miller, Cynthia Muhar, Susan Nagelkerk, Peggy Nordgren, Margaret Olive, Linda Olson, Gail Peavey, Pam Peterson, Patricia Rychter, Jane Schaaf, Ruth Schriefer, Molly Spaulding, Nancy Stoutenborough-Brooks, Michelle Tidemann, Dianne Weber, Jenny Wehmeier, Tedi Winnett, Lori Zierl, Teri Zuege-Halvorsen

Quorum – 49/69 members present

Excused

Nan Baumgartner, Jackie Carattini, Beverly Doll, Edith Felts-Podoll, Barbara Haynes, Kathleen Hetzel, Brenda Janke, Christine Kniep, Kari Lazars, Gayle Rose Martinez, Bridget Mouchon, Joan Sprain, Elizabeth Tarabek, Janay Ziebell

Absent

Mary Brintnall-Peterson, Kristen Bruder, Linda Heppner, Marcia Jante, Patricia McGee, Mary Novak,

Retirees present: none

Inactive present: Laurie Boyce

6. Volunteer team to review minutes – Linda Bruce, Peggy Olive and Marilyn Herman volunteered to review the minutes.

7. Review and approve minutes of December April 2, 2007 meeting as distributed via e-mail – correction noted: SPR instead of SRP.

Motion by Eisenmann, second by Bruce to place the minutes on file and allow the secretary to correct any and all errors and read back corrections at the next meeting if so requested. Motion carried.

8. Standing Committee Reports

a. Vice Chair Committee Report – Jane Jensen

The Vice Chair Committee of the Department of Family Development met via WisLine on September 28 and October 22, 2007. Jane Jensen was elected as committee chair and Linda Bruce was selected as the secretary. The committee also discussed changes to the by-laws and appendices and committee openings for department elections. Candidates are currently being recruited for department elections. Thank you to those individuals who have already volunteered. Candidates are still needed from the Northern District and Quad Counties for Research and Studies. The Standards, Rank and Promotion Committee needs candidates from the Western and Southern Districts and the Committee of Professors needs several more at-large candidates. The department elections will take place in February, 2008.

b. Standards, Rank and Promotion Report – Faye Malek

The Department of Family Development Standard Rank and Promotion Committee met via WisLine on October 24th and again on November 13, 2007 to conduct committee business highlighted below.

- The SRP Committee Position Description document was reviewed and updated with the assistance of the Committee members, Donna Doll-Yogerst, Ray Schultz, and Mary Detra. This document is meant to be an accurate piece which will be especially effective for the orientation of new SRP Committee members. It will be posted on the DFD website after more discussion is generated about a possible reclude statement which is used when there is the possibility of a conflict of interest. The SRP Committee asked Donna Doll-Yogerst to investigate the use of the reclude recommendation with other Department Chairs and CEAC members.
- The SRP Committee developed an internal document titled, “Rank and Tenure Criteria for Promotions from Instructor through Professor and Emeritus Status”. It was patterned after the document of the same title used by the Department of Community Resource Development and was designed for two primary reasons. First, SRP Committee members will use it as an orientation to the committee’s work in reviewing documents for promotion. Second, it can be used by probationary faculty to increase their understanding of the criteria used by SRP Committee members in the review process. This was a large project with input from the SRP Committee, Donna, Ray, and Mary. It will be posted on the DFD website soon, and it was already given to the four DFD candidates for their use. We are looking to be as transparent as possible with the SRP process and think that this document will be a step in that direction.
- A letter was sent to Karen Dickrell, Chair of the Ad Hoc Mentoring Committee, with a list of suggestions regarding portfolio contents made over the years in SRP Committee discussions. Karen has shared this with the Ad Hoc Mentoring Committee for discussion.

- In their review of the DFD documents the SRP Committee discussed the elimination of the Vita option. After talking with Mary Detra and with Ray Schultz, we will not be able to make this recommendation until 2009 when all candidates who were hired with the option of a vita or a portfolio have had the opportunity to select either option.
- Linda Olson and Faye Malek will represent the SRP Committee at a meeting in Stevens Point on December 12, 2007 to look at Faculty Governance Articles requested by Members of the Faculty Senate Ad Hoc Chapter 3, Appendix IB and IIB Committee.
- January 25, 2008 will be the date of portfolio reviews of four candidates, two for Assistant Professor Promotions, and two for Associate Professor promotions. This will be held at the WI State Patrol Headquarters located in Wausau.

c. Research and Studies Report – Trinke McNurlin

The Research and Studies committee leadership met via teleconference with Nancy Crevier on October 23, 2007 to discuss proposed changes to the bylaws on behalf of the ad hoc documents committee [<http://www.uwex.edu/ces/flp/department/documents/Bylaws05.pdf> Section 2/10 Page 11 and Appendix F.1 and Appendix F.2.]

The full committee met via teleconference on October 25, 2007. Cyndy Jacoby agreed to serve as Research and Studies Committee secretary for one year. The committee was presented with proposed changes to the bylaws and appendixes. The committee unanimously approved proposed revisions. Nancy Crevier brought the proposed and approved revisions forward to the November 6, 2007 ad hoc documents committee. Subsequently, additional changes were suggested by the ad hoc committee and via teleconference were presented to Joan Laurion by Nancy Crevier. The full committee will need to review and approve the final revisions.

At this time we do not have a research paper submitted for review and recommendation for publication. The Research & Studies committee reminds departmental faculty that a wide variety of publications may be submitted for consideration and publication. In addition to formal research publications, papers may be informational, philosophical, issue oriented, or a teaching packet. The committee encourages department members to look at Appendix F.1 or to talk with a committee member for more information.

d. Tenured Faculty Review – Tedi Winnett

The Tenured Faculty Review Committee elected Tedi Winnett as Chair and Michelle Tidemann as Secretary at the September 12th meeting. Emails were sent to 9 department members who will be reviewed in July 2008. Tenured Faculty Review dates were set for July 8, 22, and 29th.

At the November 12th meeting the committee reviewed the department documents G1, G2, G3 and made recommendations for changes to the Document Review committee.

Lastly, the committee identified items that would be added to the Department of Family Development website for the TFR documents. This list will be shared with the Department Chair to update the website.

Motion by Schriefer to place standing committee reports on file. Motion carried.

9. Professor Committee –Mary Meehan-Strub, committee chair

The Professor Committee presented "So You're Thinking about Writing for Professor" a two hour workshop via WisLine on September 28, 2007. The workshop provided an overview on scholarship, writing the reflection, evaluation of impacts and results, building support, and the benefits of becoming a Full Professor.

The Committee will meet via WisLine on January 18th, 2008, 1:00 -4:00 p.m. to review one candidate who has submitted documentation for the promotion to Professor. A snow date for this session is scheduled for January 22nd, 9:00-12:30.

Motion by Meehan-Strub to place report on file. Motion carried.

10. Executive Committee –Donna Doll-Yogerst

The Executive committee has not met since the last Department of Family Development meeting.

11. Ad Hoc Committee Reports

a. Remembrance – no report. New Remembrance chair is Angela Flickinger.

b. Mentoring – Karen Dickrell

The Ad Hoc mentoring committee has met three times since the last Department meeting; two meetings were held Oct. 10 and Nov. 20 via teleconference; one was a joint teleconference meeting, Oct. 22 with members of Department of Vice Chairs to discuss Appendix H. We have also corresponded with the SRP committee as it relates to mentoring.

Our next step is to work on Appendix B.1 and B.2.

We are recommending revisions to Appendix H.

We are also recommending that the Vice-Chair committee be divided into two standing committees. Vice chair members would maintain the responsibility to support probationary faculty within the tenure process and create a new nominations committee that would be responsible for department elections. Vice-Chair would consist of tenured faculty. Nominations committee would consist of non-tenured and tenured faculty.

We have discussed opportunities for mentoring teams with Family Living State liaisons. New materials are being revised and or created.

After the department documents are approved we'll update the DFD web page and mentoring support materials.

A sub-group is working on a three-year cycle of training workshops that will be done so we can cover the needed training elements to make for a stronger mentoring team.

We are also discussing what can be offered at our state face-to-face meeting in May.

Next meeting is January 2, 2008 to move forward with B.1 and B.2 recommendations.

Motion by Dickrell to place report on file. Motion carried.

c. Documents – Peggy Nordgren

Right now, the Ad Hoc Documents Committee is working on changes. A few items are under serious discussion and consideration:

1. Vice Chairs – all tenured, in charge of all mentoring; setting up mentor teams and professional development
2. Separate Nominations Committee – untenured or tenured
3. Leadership council – Committee of Professors
4. Secretary – review documents
5. SRP Committee and Ad Hoc Mentoring Committee are cleaning up policies and guidelines for the tenure process and getting them in line with system policy.
6. Time table – approval at May face to face meeting

Motion by Nordgren to place report on file. Motion carried.

12. Faculty Tenure Advisory Committee – Kathy Eisenmann

The Faculty Tenure Advisory Committee has met once since the last department meeting. At their November 26, 2007 meeting, the committee considered two requests for promotion to Associate Professor with Tenure and made two positive recommendations.

In addition to portfolio review, the committee oriented new members, reviewed their tips sheet and decided to eliminate its use, and prepared for upcoming meetings. Additional meetings will be on February 11 and 12, and March 25 and 26 2008 at the Pyle Center in Madison.

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

13. Faculty Senate/University Committee Report–Judy Knudson, Kathy Miller, Kathy Hetzel, Chris Kniep

Faculty Senate met on Tuesday, September 11, 2007. Shared governance means that as a faculty member, you have representation in matters that affect you. It means you can influence policies and procedures relative to working conditions, salary, and benefits. All faculty members are elected by departments to serve three-year terms. All members of each department are eligible to serve as senator. The Senate meets four times per year.

Article 4 Ad Hoc Committee

Article 4 addresses the administrative unit and its roles and responsibilities. There seems to be confusion about what constitutes the administrative unit, as well as confusion between the administrative unit chair (which is a faculty function) and the county department head and how the administrative unit chair should be determined. Part of the issue is that there are some county department heads that are academic staff.

Chapter 3 Appendix IB, IIB Ad Hoc Committee

These chapters deal with promotion. Ad hoc committee has been formed and is looking at chapter language, reviewing documents, role of Faculty Tenured Advisory Committee, rights of faculty and

communication among the various committees including Standard Rank & Promotion, Faculty Tenured Advisory Committee, Dean and Department Chairs as related to the promotion process. This committee will be meeting with various related groups to gather more information in December 2007.

Joint Meeting of Faculty Senate and UW-Colleges

A joint meeting of these two groups is scheduled for January 16, 2008. Time will allocated for the two groups to meet separately to conduct business as well as time for the two groups to meet together to establish familiarity with each other. An ad hoc committee has been organized to plan this event.

Leave Reporting

As a result of the Legislative Audit Bureau report which indicated some deficiencies in the manner in which the UW System reports the use of leave time, President Kevin Reilly requested that UW-Extension governance groups examine and make recommendations regarding the current process for reporting leave time. An Ad Hoc Committee was formed and input was sought from colleagues throughout the state. A draft report was compiled based on input. The report concluded that the work hours of Cooperative Extension faculty and staff are irregular, and require evening and weekend work. Most personnel track work hours within their office, demonstrating “positive work hour reporting”. It was felt that the current leave reporting system of tracking positive work hours was the best way to meet the needs of the community and demonstrate work effort. The recommendation submitted to President Reilly concluded: “The UW-Extension Faculty Senate and Academic Staff Council believe the current system of approved work schedules used by Extension personnel is the best way to account for work and leave hours and to meet the needs of the people of Wisconsin.”

Joint Governance

Each department has nominated individuals to serve on a Joint Governance Work Group. The group will examine the possibility of having one governance group for UW-Extension and UW-Colleges. Because the faculty at the Colleges operates on a 9-month academic year, the meeting was to be held in late September.

Academic Department Chairs Request to Resurrect Meetings Between FTAC and Departmental SRPs

Faculty Senate Chair, Rob Burke, explained that the academic department chairs had recently met and asked Faculty Senate about reinstating meetings for various decision-makers in the tenure process. Dean Klemme commented that the request may be a result of his recommendation for those at the different levels involved with tenure review to meet and discuss perspectives on scholarship – in an effort to ensure consistency. After some discussion, it was recommended that this item be addressed by the University Committee at their next meeting.

Motion by Knudsen, second by Miller to hold open this report until Kniep reports. Motion carried.

14. Committee Update re: Administrative Unit and Article 4 of the Articles of Faculty Governance – Mary Meehan-Strub

The work of the Ad Hoc Committee on Article 4 is progressing. The information I share with you today is my interpretation of what I see as the likely recommendations from the Ad Hoc Committee. Please note, the full Committee has not voted on these, and they will need to be presented to the Faculty Senate for approval.

The Committee has been working to more clearly define the role(s) and responsibilities of the Administrative Unit and the Administrative Unit Chair. What we know now as the Administrative Unit and Administrative Unit Chair may become titled the Faculty Governance Unit and Faculty Governance Unit Chair. We are considering a formalized balloting procedure to elect the Faculty Governance Unit Chair, to be conducted annually by the Secretary to the Faculty and Academic Staff, to eliminate confusion with the elections of the County Department Head.

The Committee plans to finish their work and present the recommendations to the Faculty Senate at the January 2008 meeting.

Motion by Meehan-Strub to place report on file. Motion carried.

15. Committee Update re: review and coordinate Appendix IB, Appendix IIB from the Articles of Faculty Governance and Chapter 3 from the Faculty Personnel Policies – Marma McIntee

There are six members on the committee (one from each department) and Ray Schultz. The committee has met five times to review the charge of the committee, issues around tenure, and to become familiar with the procedures for tenure from each of the departments.

The committee is now in the process of data gathering. A survey was developed and distributed to all faculty that went through the tenure process over the last four years to obtain their thoughts about their tenure experience. The committee will now review information about the tenure process from the perspective of Standard Rank and Promotion committees, Faculty Tenure Advisory Committee, department chairs and the deans.

Over the next few months the committee will be looking at all commentary and begin to look at the strengths and areas for improvement of Appendices IB and IIB and Chapter 3 before making recommendations to the Faculty Senate.

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

16. Systemwide Extension Council – Kathy Hetzel – no report

17. Discussion of Bylaw Issues –Peggy Nordgren

Nordgren led a discussion concerning more significant changes in bylaws. First idea involved splitting the Vice Chair Committee in two; having the Vice Chairs be totally in charge of mentoring with committee consisting of tenured faculty and add a Nominations Committee to handle elections. Nominations Committee could include untenured faculty. Because the Documents Committee didn't want to add another committee, the "advisory group" or leadership council could be the Committee of Professors. Question was asked how changes in administrative documents would affect our bylaws and untenured faculty. If any changes were major, current untenured faculty would probably be grandfathered in as was the case with portfolios.

18. Academic Leadership Standing Committee/ CEAC/Academic Dept chairs sub- committee –Donna Doll-Yogerst

ALSC met August 15, 2007. The next meeting is Dec. 18, 2007. Mary Meehan-Strub, Chair committee of professors will represent the DFD. Donna is unable to attend due to her son's surgery.

Please keep up-to-date at this website:

<http://www.uwex.edu/ces/admin/committees/committee.cfm?committeeid=3>

CEAC met in September during the NEAFCS meeting. They met Oct. 7-9 at the Outreach Scholarship Conference in Madison. CEAC participated in the Keynote, the special follow-up workshop with Allen Johnson, "Unraveling the Knot of Privilege, Power, and the Difference". Stay tuned to hearing more about Privilege and Power as CEAC sorts through this issue in our system. The last meeting was held November 28, 2007. We discussed Orientation for Rosemary Potter, Spec. Asst. to the Chancellor. Chris Whalen provided a demonstration of ECRT. Sharon Klawitter shared the regent's proposal for Unclassified Leave Reporting. The Regents will discuss the topic at their meeting this week. Rick gave a State budget update. Larry Jones shared the counties who participated and requested the result be forwarded to him ASAP. Dave Williams and Bob Cropp talked more about Extension's role in immigration and the upcoming workshop being planned. Rick talked more about the Guyana project and future international opportunities. The next meeting is Dec. 13th.

New CEAC member, Deb Jones, will be Western District Director, starting Jan 1, 2008.

Visit the CEAC website for members, schedules and minutes:

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

The **Academic Department Chairs** last met August 14, 2007. Highlights include:

-ADC sent a statement to the University Committee asking that FTAC and SRP representatives to work with Ray Schultz to plan the next round of tenure orientations.

-Tom S. shared the Youth Development Extension Associate position description template which includes language to involve the academic department in the development of the educational plan. The group wants input on Extension Associate candidates prior to hire to determine if they have the potential to be acceptable to the Academic Department. Tom will also ask HR to provide the chairs with appointment letters for Extension Associates

-The issue of setting rank at time of hire when limited dollars are available for the position was discussed. The consensus was that if we are serious about investing in our people and there is no room in the budget to compensate a candidate for a deserved rank designation other than Assistant Professor, we should assign the rank of Instructor so that the faculty member has the potential to earn the promotion award. If there is money to compensate for the higher rank designation at the time of hire, we should bring them at the rank the highest rank they merit.

-Funding for salary compression was discussed.

-No news is expected on the Professional Development funds from the Chancellor's office until after the state budget is done.

-No news is expected on the tagline for UW-Colleges and UW-Extension until after the state budget is done.

-The group discussed the idea of an advisory body of faculty, academic and classified staff for the Chancellor. No action was taken, but we will revisit it at our next meeting.

The next meeting is December 17, 2007. Mary Meehan-Stub will represent the DFD. Donna is unable to attend due to her son's surgery.

Motion by Doll-Yogerst to place report on file. Motion carried.

19. Comments from Family Living Program Area – Brooks filled in for Boyce.

- a. Boyce wanted to convey her appreciation of local work which has built support for local positions. There are no vacancies at this time.

- b. Plans of work are due January 15
- c. Keep success stories high quality. We are in a new federal reporting cycle. The Family Caregiving Team and Financial Team will be emphasized in reporting first.
- d. Family Living is working on new professional development around the scholarship topic.

20. **Announcements** – new department web site is finished and should be available. Request all approved minutes have statement at top *approved with date*. Donna will post all agendas and approved minutes. Any other additions to website send to Doll-Yogerst in final format indicating location and if subcategories need to be created.

Angela Flickinger has replaced Kathy Hetzel as Remembrance Chair.

Returned to agenda item 13. Since Kniep did not enter meeting, motion was made by Miller, second by Knudsen to place report on file. Motion carried.

21. **Adjourn** – Meeting adjourned by chair at 2:40 pm.
Future DFD meetings *Mondays 1:00-3:00 Passcode: 8217*

March 31, 2008 WisLine

***May 1, 10-3:15 Country Springs Hotel (old Holiday Inn) Stevens Point Face-To-Face, with DYD
A block of 10 rooms is being held. Please car pool and share rooms to assist with limited budget.
Hope everyone will be able to attend.***

July 28, 2008 WisLine

December 1, 2008 WisLine

Respectfully submitted,
Peggy Nordgren, secretary
Department of Family Development

12-03-07 Minutes