

**Department of Family Development**  
**Monday, December 4, 2006**  
**1:00 – 3:03 pm via WisLine**

## ***MINUTES***

### **1. Call to order**

Meeting was called to order by Mary Meehan-Strub, Chair of the Professor Committee in the absence of Donna Doll-Yogerst, Department Chair at 1:00 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 Bruce, second by McNurlin to adopt the agenda as printed. Motion carried.**

### **4. Introductions**

Parliamentarian – Edie Felts-Podoll

Secretary – Peggy Nordgren

New Members – Bridget Mouchon – Green County, Instructor, January 1, 2007

Jackie Carattini – moved to Marathon County, December 1, 2006

Michelle Schindler, 50% time in Rusk County, January 1, 2007

### **5. Roll call – Peggy Nordgren**

#### **Present**

Beverlee Baker, Mary Brintnall-Peterson, Linda Bruce, Mary Campbell Wood, Jennifer Caravella, Nancy Crevier, Karen Dickrell, Beverly Doll, Kathleen Eisenmann, Edith Felts-Podoll, Angela Flickinger, Faden Fulleylove-Krause, Mary Gruenewald, Barbara Haynes, Molly Haak, Marilyn Herman, Kathleen Hetzel, Brenda Janke, Jane Jensen, Karen Joos, Julie Keown-Bomar, Christine Kniep, Judith Knudsen, Marilyn Kooiker, Joan Laurion, Joan LeFebvre, Mary Fran Lepaska, Gayle Rose Martinez, Marma McIntee, Trinke McNurlin, Mary Meehan-Strub, Susan Nagelkerk, Peggy Nordgren, Mary Novak, Margaret Olive, Linda Olson, Pam Peterson, Patricia Rychter, Cheryl Rew Stapleton, Jane Schaaf, Ruth Schriefer, Joan Sprain, Nancy Stoutenborough-Brooks, Michelle Tidemann, Dianne Weber, Tedi Winnett, Janay Ziebell, Lori Zierl

#### **Quorum – 48/67 members present**

#### **Excused**

Nan Baumgartner, Kristen Bruder, Donna Doll-Yogerst, Karen Ehle-Traastad, Luane Meyer, Kathryn Miller

#### **Absent**

Jackie Carattini, Mary Geissler, Betty Gleason, Linda Heppner, Cynthia Jacoby, Marcia Jante, Kari Lazars, Faye Malek, Patricia McGee, Kathleen Metzenbauer, Cynthia Muhar, Gail Peavey, Elizabeth Tarabek

**Retirees present:** none

**Inactive present:** Laurie Boyce, Sue Buck

6. **Volunteer team to review minutes – Bruce, Felts-Podoll, and Zierl** volunteered to review the minutes.

7. **Review and approve minutes of August 21, 2006 meeting as distributed via e-mail. Motion by Caravella, second by Kooiker to place the minutes on file. Motion carried.**

#### 8. **Standing Committee Reports**

##### **A. Vice Chair Committee Report – Brenda Janke**

- Efforts to clarify the role of the vice chair committee vs. the ad hoc mentoring committee and SRP have been on the agenda.
- Mentees are to be encouraged to designate at least 1 mentor within 1 month of being hired.
- Mentor/mentee lists are in the process of again being updated via the assistance of committee member Cindy Muhar.
- Discussions and preparations are underway for a joint meeting between vice chairs, SRP and the ad hoc mentoring committees in order to better understand each committee's roles. In addition, the purpose of the meeting will hopefully clarify questions/preparation needs related to tenure and the portfolio/mentoring process for mentors and mentees. The department is discussing the possible need to review some of its documents as well as the broader faculty documents that pertain to our department.
- Department committee lists have been sent out to committee members to verify. Once verified, the list will be posted on the Department website.

##### **B. Standards, Rank and Promotion Report – Marma McIntee**

The Department of Family Development Standards, Rank and Promotion Committee met on September 22, 2006 in Wausau. In preparation for the year, committee members reviewed committee responsibilities and criteria for tenure promotion. The committee reviewed one portfolio. Motion to recommend promotion for rank change from Assistant Professor to Associate Professor was defeated. Motions to recommend emeritus status for Rita Straub and Lana Anderson were approved.

Two recommendations were sent to the Mentoring Ad Hoc Committee. First to provide means to make sure candidates meet with the mentor team and have documentation of same prior to submission of portfolio to SRP Committee. Second that the Mentoring Ad Hoc Committee should consider annual training of mentors so they understand their vital role.

Faye Malek was elected as Chair-elect of the committee and will become chair July 1, 2007. Linda Olson volunteered to sit on the Ad Hoc Documents Committee.

The committee will meet on December 12, 2006 via WisLine to consider changes in bylaws and internal procedures. The committee will also meet on January 29, 2007 with a February 1, 2007 snow date to consider portfolio documents for promotion.

In addition, Emeritus Status for Lana Anderson and Rita Straub has been granted. Emeritus Status for Faden Fulleylove-Krause is in process.

### **C. Research and Studies Report – Jennifer Caravella**

Research and Studies Committee last met on September 28, 2006 via WisLine, to review colleague Lori Zierl's research paper. With suggestions for minor revisions, the committee approved Zierl's paper for publication by the department. Also at this meeting, new co-chairs, Nancy Crevier and Joan Laurion were elected. Jennifer Caravella's term as the central district representative has ended and Jackie Carattini from Marathon County will assume that role. Members of the department are encouraged to consider submitting a paper for review and/or seek out assistance from a committee member if she is needing help in submitting a paper to Research and Studies.

### **D. Tenured Faculty Review – Tedi Winnett**

The Tenured Faculty Review (TFR) Committee met on October 17, 2006. Tedi Winnett was elected Chairperson and Kathy Miller was elected Secretary. The committee reviewed the list of potential faculty members participating in tenured faculty review – there are 16 members on the list.

Any faculty member has until May 1<sup>st</sup> to request a one year extension. To date, six members have requested the one year extension. That leaves 10 members on the list for tenured faculty review in 2007.

Michelle Tidemann agreed to serve as the TFR representative for the Department Documents Review Committee.

The committee would like to thank Ruth Schriefer for her leadership as committee chairperson and Mary Fran Lepaska for serving as secretary.

**Motion by Herman, second by Martinez to place the standing committee reports on file. Motion carried.**

### **9. Professor Committee – Karen Dickrell, committee secretary reporting for Mary Meehan-Strub, committee chair**

The Professors Committee met on Dec. 1, 2006 via teleconference. Mary Meehan Strub was elected as chair and Karen Dickrell will serve as secretary. The committee is in the process of reviewing the by-laws as they relate to the work of the Professors committee. They have three documents submitted for consideration for promotion that will be reviewed later this month. The committee also has initiated discussion of the draft, "Ideas for UW Colleges and UW-Extension's Shared Vision." The professors will be meeting December 20 and 21 via teleconference to review documents for promotion and discuss other department business.

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

### **10. Executive Committee – Mary Meehan-Strub reporting for Donna Doll-Yogerst**

The Executive committee has not met.

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

## **11. Ad Hoc Committee Reports**

### **A. Remembrance - Kathy Hetzel**

Faden Fulleylove Krause announced her January 3, 2007 retirement and she will be honored for her years of service and dedication to the department with a remembrance box. If you or anyone you know is anticipating a retirement, please let me know as soon as possible so we can plan an appropriate acknowledgement. Any early announcements are appreciated and will be kept confidential. \$5 from each person was collected in spring to replenish the remembrance fund. If you did not contribute to the fund, please send a check to Kathy Hetzel in Dodge County.

**Motion by Hetzel to place this report on file. Motion carried.**

### **B. Mentoring – Kathy Eisenmann**

The Ad Hoc Mentoring Committee has met twice since the August departmental meeting: September 28 and November 1, 2006. Current members are: Marma McIntee, Peggy Nordgren, Shelly Tidemann, Kathy Eisenmann, Mary Geissler and Jane Schaaf. Two ex officio members, Donna Doll-Yogerst and Faden Fulleylove-Krause are also participating on behalf of the department and Ann Keim is participating as an ex-officio member for the program area.

The committee is moving forward on the charge by the department to:

- Design professional development for department members on the roles and responsibilities of mentors and mentees.
- Identify changes in the process of mentoring within our department as a result of changing expectations in the transition from vita to portfolio formats and changes in criteria for rank change.
- Clarify interrelationship between the program area and department as we all do our best to support probationary faculty members during their preparation for the tenure process.

Through two discussions, the committee identified specific items for consideration within those three key areas and moved forward on addressing those specifics by gathering some more information both within our department and within other departments. The consensus of the committee was that it is pretty important to gather this additional information before proceeding with the professional development as we need to address the department processes and the interrelationship between the program area and department prior to moving forward on the professional development.

The committee's September 28 meeting was a joint meeting with the other department's representatives who have primary responsibility for each department's mentoring process. The purpose was to get more information from each department on the structure and design of their mentoring process. The meeting was highly informative and educational. The committee will take all of the information into consideration as it moves forward on its charge. Thanks to Marma McIntee for developing a very helpful information grid on each department's practice. It will be very helpful to the committee.

The committee also met on November 1 to review and discuss the information shared at the September 28 meeting as well as develop talking points for the upcoming joint committee meeting between Vice-Chairs, SRP and Ad Hoc Mentoring committees scheduled for February 28, 2007 in Wausau at the UW-Extension office. Thanks to Karen Dickrell for her willingness to facilitate the joint committee meeting. No further meetings have been scheduled pending the outcome of the joint meeting in February, although we anticipate scheduling future meetings shortly thereafter.

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

### **C. Documents – Mary Meehan-Strub**

Committee has not met. Committee members are: Peggy Nordgren, past Member, (will convene first meeting), Kathy Eisenmann (FTAC), Shelly Tiedemann (TFR), Jane Jensen (Vice Chairs), Judy Knudson (Senate), Chris Kniep (Professors), Research & Studies (Nancy Crevier), SRP (Linda Olson), and several others not yet named.

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

### **12. Faculty Tenure Advisory Committee – Kathy Eisenmann**

The Faculty Tenure Advisory Committee met on November 28, 2006 to welcome new members and review 3 portfolios for promotion to associate professor with tenure. All three candidates received positive recommendations on their promotions. The committee welcomed new members, including Mary Fran Lepeska from the Department of Family Development. Thanks go to Karen Dickrell for her service on the committee from 2003-06. Future FTAC meeting dates include most probably a two day meeting on Feb. 12-13 2007 along with March 26-27 2007. The committee anticipates reviewing quite a few portfolios at its February 2007 meeting.

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

### **13. Faculty Senate/University Committee Report–Judy Knudson, Mary Gruenewald**

#### **Introduction:**

Shared governance means that as faculty we have representation in matters that affect us. It means we can influence policies and procedures relative to working conditions, salary and benefits. Department of Family Development representation on Faculty Senate/University Committee is your opportunity for shared governance.

Highlights of recent issues being addressed are as follows:

#### **1) UW-Extension and UW Colleges Shared Governance:**

At the June 2006 Faculty Senate meeting, Chancellor Wilson asked the Faculty Senate members to assist him in more effectively serving both the UW-Colleges and UW-Extension by discussing and exploring the possibility of a shared governance structure for the two institutions. During the past couple months, the UW-Extension Faculty Senate, the UW-Extension Academic Staff Council, and the UW-Colleges Senate Steering Committee approved resolutions to form a shared governance work group to begin discussions about a unified shared governance structure. On November 22, faculty members were sent an email message from Secretary of the Faculty Ray Schultz on behalf of University Committee Chairperson Rob Burke requesting nominations for the 2 UW-Extension faculty

who will serve as representatives of the faculty on this work group. (Please review the attached October 17 letter from University Committee Chairperson Rob Burke which provides additional background information. Also attached is the Shared Governance Work Group Nomination Form which was included in the November 22 email message from Ray Schultz.)

## **2) Chancellor's Shared Vision Process:**

Chancellor David Wilson is gathering information about UW-Extension and UW Colleges to help create a shared vision for the institutions. The Process for Developing Our Shared Vision briefing paper is available at

[www.uwex.uwc.edu/chancellor/reports/documents/shared\\_vision\\_081106.pdf](http://www.uwex.uwc.edu/chancellor/reports/documents/shared_vision_081106.pdf).

Chancellor Wilson is asking us to provide our input to this process, and you can do so by using an online feedback form available at

[www.uwex.uwc.edu/chancellor/feedback/](http://www.uwex.uwc.edu/chancellor/feedback/).

Chancellor Wilson is asking us to provide insightful comments about the important challenges facing our state and how we can be part of an effective solution to these challenges. Chancellor Wilson, along with leaders from Colleges and UW-Extension will draft themes, and these will be shared at Town Hall Meetings. Chancellor Wilson will unveil the Shared Vision Feb. 7 from 3 to 4 p.m. at the Pyle Center. Everyone is invited to attend the presentation and reception to follow, from 4 to 6 p.m. For those who are unable to travel to Madison for the presentation, you will be able to listen via streaming video.

## **3) Faculty and Academic Staff Disciplinary Process Rules (UWS 7 and UWS 11):**

Responding to concerns that the UW Systems internal disciplinary processes for faculty and certain academic staff were not rigorous enough in cases involving serious criminal misconduct, Regent President David G. Walsh appointed the Committee on Faculty and Academic Staff Disciplinary Process (Committee) to review relevant system disciplinary policies and procedures. President Walsh asked the Committee to focus on various issues, including the length of time required to complete the internal process; the continuation of salary payments during the pendency of the disciplinary proceedings; and the undermining of public confidence in the UW Systems ability to fulfill its teaching, service and research mission. He asked the Committee to recommend any necessary rule or policy changes to the Board of Regents, subject to shared governance review.

An ad hoc committee was organized to address Proposed Chapter UWS 7, Wisconsin Administrative Code Procedures for Dismissal of Faculty in Special Cases. The ad hoc committee has been charged to look at the proposed policy and present to the Faculty Senate recommendations on a response. The committee has had the opportunity to address revisions of UWS 7 via resolution and written comments. The majority of comments prepared by the ad hoc committee address due process, conditions for suspension without pay, make-whole remedies, and the practicality of the expedited process within the stated time schedule.

## **4) Legislative Audit Bureau on Sick Leave:**

The Joint Legislative Audit Committee requested the Legislative Audit Bureau conduct an audit on sick leave. The audit focused on four areas, including use and reporting of sick leave and vacation time by unclassified staff; availability of back-up positions; employment of consultants; and use of faculty sabbaticals. The report recommends the following actions: consider modifications of sick leave and

vacation reporting policies; provide additional reporting to the Joint Legislative Audit Committee by June 1, 2007; increase standardization of policies related to sabbaticals. The Board of Regents, the Legislature and University of Wisconsin System (UWS) Administration are responsible for implementing these recommendations.

A subcommittee of the Board of Regents is meeting to strategize on how to respond to the report at a public hearing Nov. 29. UW SYSTEM staff has begun to check into the reports results and are identifying inaccuracies, which will be shared with the Legislative Audit Bureau. In addition, the report is the main agenda item for the President's Advisory Committee on Fringe Benefits when they meet Nov. 17. Cooperative Extension representative is Donna Menart, Assistant State Program Leader for 4H Youth Development. The complete report can be found at <http://www.legis.state.wi.us/lab/>.

#### **5) Scholarship Ad Hoc Committee:**

In 2004-2005, a University Committee/Faculty Senate Scholarship Ad Hoc Committee was created for the following purpose: Define and describe scholarship in ways that are compelling to partners and stakeholders and such that we can lay claim to a unique asset that positively differentiates us from others. Due to other priority issues being addressed by the University Committee/Faculty Senate, the Scholarship ad hoc committee has been inactive during the past two years.

The Scholarship Committee has been reactivated. When the committee formed, the members developed a one page draft document entitled "The Unique Role of Faculty Members in Fulfilling the University of Wisconsin –Extension Mission" and an example from the Department of Environmental Sciences. (These two documents were attached to the agenda.) Department members are being asked to review and provide input into the draft document and provide scholarship examples.

**Motion by Gruenewald, second by Hermann to place senate report on file. Motion carried.**

**Motion by Kniep, second by Eisenmann for the Department of Family Development to nominate Mary Meehan-Strub for the shared governance workgroup. Motion carried.**

#### **14. Systemwide Extension Council – Kathy Hetzel**

The Systemwide Extension Council met on September 13, 2006.

The four year Adult Student Initiative for underserved and place-bound adult population of Wisconsin with multiple and convenient ways for starting or completing baccalaureate degrees from UW-System institutions was explained. In 2007-08 the plan is to create the infrastructure for the initiative. 2008-09 would provide create a statewide advising network, provide wider access, continue with the infrastructure support. The goal is to grant degrees to 1760 students by 2010.

Kate Lawton facilitated a discussion of advice and possible/potential areas for cooperation and collaboration for joint programming for UW Colleges and UW-Extension. Issues of shared governance and shared vision were included. Discussion indicated that the UW Colleges had a lot to discuss and coordinate within their institutions.

**Motion by Hetzel to place this report on file. Motion carried.**

**15. Academic Leadership Standing Committee/ CEAC/Academic Dept chairs sub- committee – Mary Meehan-Strub reported for Donna Doll-Yogerst.**

Doll-Yogerst currently serves on the CEAC workforce diversity retention group.

ALSC met Sept. 23, 2006. The next meeting is Dec. 19, 2006. A volunteer is needed to represent Donna Doll-Yogerst at this meeting while she is on medical leave.

The ADC have visited regarding a response to Chancellor Wilson's request for feedback. The Department of Community Development put together a response regarding a shared mission with the colleges, the draft of which is attached to this agenda. The next meeting is Dec. 18, 2006. Tedi Winnett will fill in for the DFD Chair.

Please visit the academic leadership standing committee website periodically to stay tuned to what is being proposed:

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

CEAC will meet Dec. 14-15, 2006. Please check the website for meeting minutes.

CEAC meeting agendas and minutes can be found on D2L

<http://www.uwex.edu/D2L/>

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

**16. Discussion of Department of Community Development Ideas for UW-Colleges & UW-Extension Shared Vision – Mary Meehan-Strub**

The Department of Community Development's draft document "UW-Extension Cooperative Extension Ideas for UW-Colleges & UW-Extension Shared Vision" was discussed. Dan Wilson, DCD department member, has asked for response to this document by December 8. 4-H will be providing feedback, too. CEAC will be looking at a final draft to serve as input to the shared vision process. Boyce stated they are looking for message points, principles of UW-Extension, and anything showing uniqueness of Cooperative Extension. Document is about Cooperative Extension, not necessarily UW-Extension and suggestion was made to state this more clearly at the beginning of the document. It was suggested that scholarship language should be included as well as more on facilitation of community processes. Eisenmann called for the question.

**Motion by Eisenmann, second by McIntee for Department of Family Development to support in general the concepts and ideas expressed in "UW-Extension Cooperative Extension Ideas for UW-Colleges & UW-Extension Shared Vision" with (inclusion of language on scholarship found in Appendix IB of the Articles of Faculty Governance.) (friendly amendment by Dickrell). Motion carried.**

**Motion by Eisenmann, second by Campbell-Wood to forward ASAP recommendations from Department of Family Development of the shared vision statement to Dan Wilson for consideration by chancellor before the minutes of the December 4, 2006 minutes are approved.**

**17. Comments from Family Living Program Area - Laurie Boyce**

Boyce thanked the department of input into shared vision.  
Registration for the Family Living state conference in January will be out next week.  
Positions will need to be filled in Wood and Calumet counties.

**18. Announcements**

**Motion by Felts-Podoll, second by Fulleylove-Krause to allow secretary to make written corrections to minutes as she makes them.**

**19. Adjourn – Motion by Herman, second by Dickrell to adjourn meeting. Motion carried.**  
Adjournment time was 3:03 pm.

**Future meetings** of the Department of Family Development: April, August and December 2007  
WisLine dates to be set in January.

Respectfully submitted,

Peggy Nordgren, secretary

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