

Department of Family Development
Monday, December 5, 2005
1:00 – 2:50 pm

MINUTES

1. Call to order

Meeting called to order by Department Chair Doll-Yogerst at 1:00 p.m.

2. Certification of Wisconsin Open Meeting Law compliance

Chair Doll-Yogerst certified the meeting 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 Kniep, second by Bruce, to adopt the agenda as printed, motion carried.

4. Introductions

Parliamentarian – Edie Felts-Podoll

Secretary – Peggy Nordgren

New Members - Julie Keown-Bomar, Eau Claire, 9/19/05

5. Roll call – Peggy Nordgren

Present

Lana Anderson, Beverlee Baker, Linda Bruce, Jackie Carattini, Jennifer Caravella, Nancy Crevier, Karen Dickrell, Donna Doll-Yogerst, Barb Duerst (left at 2:30 pm), Kathleen Eisenmann, Edith Felts-Podoll, Ann Flickinger, Faden Fulleylove-Krause, Mary Gruenewald, Marilyn Herman, Brenda Janke, Jane Jensen, Karen Joos, Julie Keown-Bomar (left at 2:30 pm), Rhonda Kleist, Christine Kniep, Marilyn Kooiker (left at 2:30 pm), Mary Fran Lepasca, Faye Malek, Gayle Rose Martinez, Marma McIntee, Trinke McNurlin, Luane Meyer, Kathryn Miller, Peggy Nordgren, Mary Novak, Margaret Olive, Linda Olson, Gail Peavey, Cheryl Rew Stapleton (left at 2:30 pm), Patricia Rychter, Jane Schaaf (arrived at 2:30 pm), Ruth Schriefer, Nancy Stoutenborough-Brooks, Henrietta Straub, Elizabeth Tarabek, Michelle Tidemann, Dianne Weber, Tedi Winnett (late), Lori Zierl (left at 2:30 pm) Beginning Quorum – 38 44/66 members present for a quorum in middle of meeting. 39 present at 2:30 pm after 5 left meeting.

Excused

Nan Baumgartner, Karen Ehle-Traastad, Linda Heppner, Kathleen Hetzel, Judith Knudsen, Joan Laurion, Joan LeFebvre, Mary Meehan-Strub, Kathleen Metzenbauer, Cynthia Muhar, Susan Nagelkerk, Jane Schaaf

Absent

Mary Brintnall-Peterson, Kristen Bruder, Mary Campbell Wood, Beverly Doll, Mary Geissler, Betty Gleason, Cynthia Jacoby, Marcia Jante, Pam Peterson, Janay Ziebell

Retirees Absent: Roberta Lawonn, Mary Lestrud

Inactive present: Laurie Boyce, Sue Buck

6. **Volunteer team to review minutes** - Crevier, Weber, and Dickrell volunteered to review the minutes.

7. **Review and approve minutes of April 4, 2005 meeting as distributed via e-mail. Motion by Straub, second by Kooiker to place the minutes on file. Motion carried.**

8. **Information** for Department members - Sharon Klawitter shared the process for **setting starting salaries** within UW-Extension. The Starting Salary Range Worksheet was distributed with the agenda and is used to start the process. The results of a salary study conducted two years ago are available from Laurie Boyce.

9. **Standing Committee Reports**

a. **Vice Chair Committee Report – Rhonda Kleist**

The Vice Chair Committee met on November 14, 2005 via WisLine Teleconference.

The committee updated the list of mentoring teams for untenured faculty.

We reviewed Appendix A of the Department of Family Development by-laws to determine the rotation of elections. Vice chair committee members will be contacting colleagues in their districts to be on the ballot for the 2006 Department elections.

The next meetings will be held on May 1, 2006 via WisLine.

This concludes my report.

b. **Standards, Rank and Promotion Report – Rita Straub**

The Department of Family Development Standards, Rank and Promotion Committee met on Tuesday, September 6, 2005 and reviewed and passed three portfolios for promotion to Associate Professor. The next meeting is scheduled for Tuesday, December 6, 2005. Two portfolios will be reviewed at that meeting.

This concludes my report.

Doll-Yogerst added to report. Everyone just received an email with the dates for the Faculty Tenure Workshop: April 11-Altoona UW-Extension Office, April 12 – UW-Green Bay Union, April 24, Pyle Center in Madison. SRP committee members, probationary faculty and mentors are encouraged to attend.

c. **Research and Studies Report – Jennifer Caravella**

The Research & Studies committee met on Nov. 11, 2005 via WisLine... The committee discussed a joint, face to face, professional development program with the Department of Family

Development and Department of Youth Development on April 6, 2006. The committee reviewed two papers and returned those papers to the author with recommendations for changes. The committee was informed about “older” Department papers that have been scanned into electronic copies and are now available on the Department of Family Development website under “Archived Department Papers.” (www.uwex.edu/ces/flp/department/deptpapers.html) The Research & Studies committee will meet next on February 10, 2006 at 10:00 am via WisLine.

This concludes my report.

d. Tenured Faculty Review – Ruth Schreifer

The UW-Extension Department of Family Development Tenured Faculty Review Committee met via WisLine on September 8 to review Appendix G and make recommendations to the Ad Hoc Committee on Documents. Input on our Tenured Faculty Review process was compared with the other academic departments within Cooperative Extension with many similarities noted. The recommendations that we are suggesting to our Department are primarily clarifications rather than policy or procedural changes. Committee leadership for 2006 was also decided with Ruth Schreifer and Mary Fran Lepeska continuing as Chair and Secretary respectively.

Our committee is working with the new Secretary of the Faculty & Academic Staff, Ray Schultz, on the wording of the ballots used for Tenured Faculty Reviews. Currently, there are three ratings available to the committee from our Appendix G.3 (Successful Performance, Needs Strengthening, and Unacceptable Performance). Our document recommendations don't change those three ratings. However, the ballot used by the committee in recent years makes it difficult to indicate the difference between Needs Strengthening and Unacceptable Performance so we are working to make this clearer before the reviews in 2006.

There are 12 Department of Family Development colleagues listed for Tenured Faculty Reviews in 2006. All 12 were notified of their review on December 5, 2005 and encouraged to check the Department website for revisions to Appendix G after the meeting today. Review materials will be due to committee members on June 15, 2006 and the reviews will occur in mid to late July via WisLine.

This concludes my report.

Motion by Caravella, second by Lepeska to accept the standing committee reports as presented. Motion carried.

10. Ad Hoc Committee Reports

a. Remembrance - Kathy Hetzel - There was no Remembrance Committee Report.

b. Ad Hoc committee on Documents – Peggy Nordgren

The Ad Hoc Committee on Documents met several times over the last few months to review department bylaws and appendices. We asked appropriate committees to review the appendices and the sections of the bylaws that pertained to them. Many changes that were made are

clarification or procedural changes such as what to do if the department can't get a representative from a district for the ballot. The committee has finished its work this time around.

Motion by Tidemann, second by Schreifer to accept the Ad Hoc committee reports. Motion carried.

11. Professor Committee – Donna Doll-Yogerst reporting for Mary Meehan-Strub

The Professor Committee of the Department of Family development will be meeting on December 21st to orient new committee members, elect officers, and review and update documents relating to promotion to Professor.

Motion by Doll-Yogerst, second by Felts-Podoll to place the report on file. Motion carried.

12. Executive Committee – Donna Doll-Yogerst

The Executive committee has not met. **Motion by Doll-Yogerst, second by Fulley-love Krause, to place this report on file. Motion carried.**

13. Approval of bylaw revisions-Ad Hoc Committee on Documents-Peggy Nordgren

Motion by Nordgren, second by Olive to approve the changes in the bylaws sent to department members one month ago. Motion carried.

14. Approval of Appendices A, C.1, C.2, C.3, D.1, D.2, D.3, G.1, G.2, G.3 – Committee Chairs and Ad Hoc Committee on Documents

Motion by Schreifer, second by Straub to accept the changes to Appendices A, C.1, C.2, C.3, D.1, D.2, D.3, G.1, G.2, and G.3 recommended by the Ad Hoc Committee as presented and distributed including the following three friendly amendments:

Appendix C.1 – #5i will read “...for the next scheduled meeting...” instead of “at the next scheduled meeting.”

Appendix D.1 – #3 will read “...solicited by the Department Chair from...” instead of “...solicited from....”

Appendix D.1 - #4 will read “...ten working days...” instead of “...ten days....”

Motion carried.

Suggestion was made for the committee to revisit Appendix G and clarify tenure faculty review and how it can be used in conjunction with SIPR and other reviews.

15. Faculty Tenure Advisory Committee –Karen Dickrell

FTAC has had two meetings, one via teleconference and one where we reviewed three Portfolios from the Department of Family Development. All three documents passed on November 16, 2005. We are anticipating a busy year of reviews. Our next FTAC meeting will be Feb. 21, 22 and possibly 23.

Motion by Dickrell, second by Eisenmann to place this report on file. Motion carried.

16. Faculty Senate – Luanne Meyer, Judy Knudson, Edie Felts-Podoll

Discussed the current media coverage involving personnel issues with university employees and the status of back-up appointments in those particular situations. It was reported at FS that Cooperative Extension has policies and procedures in place to deal with similar situations, should they arise in Extension positions.

The web site for FS agendas, minutes, and membership information is www.uwex.edu/secretary

Motion by Meyer, second by McNurlin to place this report on file. Motion carried.

17. University Committee Report - Mary Gruenewald

Highlights of the most recent University Committee meeting included the following:

1) Integration of UW-Extension and UW-Colleges

Interim Chancellor Marv Van Kekerix provided an update on the status of the integration of UW-Extension with UW- Colleges.

2) Limited Appointments

The Legislative Audit Bureau is conducting an audit. The University Committee chairperson recommended waiting until the outcome of the audit for further action. The decision of the committee was to get feedback from constituents and to plan to discuss this agenda item again at the February 1 meeting.

3) Discussion on Travel Card and Travel Policies

This item will be on the February 1 agenda.

5) Sick Leave Certification

Governance groups across the UW-System expressed dissatisfaction with the five day sick leave certification, but the Regents decided to implement it, effective October 7, 2005.

6) Faculty Tenure Orientation Workshops

The workshops will be held in April, 2006.

7) Tenure Faculty Review and Merit Recommendations

Questions remain about the use of tenured faculty review for “merit” pay plan distribution. A suggestion was made to establish an ad-hoc committee to review and clarify the use of the results of the TFR and report to the Faculty Senate.

Motion by Gruenewald, second by Olson, to place report on file. Motion carried.

18. Systemwide Extension Council – Edie Felts-Podoll

No one from the department attended the last meeting.

19. Academic Leadership Standing Committee/ CAEC/Academic Dept chairs sub-committee – Donna Doll-Yogerst

The mission of the **Academic Leadership Standing Committee** is to be an advisory body to the dean on matters that relate to scholarship and the academic affairs of the division. The committee provides a forum for the discussion of issues and action options relating to faculty and academic staff in Cooperative Extension.

On Sept. 16 the ALSC sent a letter supporting Community Partnership Advisory Groups to all Department Heads. A draft of CPAGs and scholarship was reviewed which will be available at a later date.

The ALSC after discussion with Yvonne Horton suggested that the concern around UPG #12 and merit recommendations following Tenured Faculty Review be brought to the Faculty Senate and University Committee.

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

The **Academic Department Chairs** meet prior to the ALSC with the Dean. The ADC rotates attendance at CEAC with the exception of two required meetings.

At the Oct. 27th **CEAC** meeting the group identified new priorities for CE. We also divided into sub-committees. I am a member of the Strategic Planning workgroup. 2006 will serve for the development of the plan for the plan with the process beginning in 2007.

Tenured Faculty needing re-assignment has been a long time discussion with nearly \$500,000 invested in these co-workers. CEAC approved the letter to these faculties. Highlights of the letter include:

In accordance with University of Wisconsin-Extension Unclassified Personnel Guideline #7: Recommendations for Lateral Transfer and/or Retraining of Tenured Faculty (UPG#7) and Cooperative Extension Guidelines for Implementing UWEX UPG #7, CE will work with faculty needing re-assignment to re-establish a permanent assignment as quickly as possible. During this interim period the faculty will be accountable to their State Program Leader. The Program Leader may delegate day-to-day supervision to someone else. Until you are informed of such delegation, the State Program Leader is the immediate supervisor to whom you are accountable for work attendance and assignments.

When an offer of employment has been extended, Cooperative Extension has met its obligation to provide continued employment. Faculty are expected to 1) accept the offer and report for work as directed or 2) decline the offer and resign from UWEX employment. If it is necessary for faculty to move, moving expenses will be reimbursed as permitted by state and university policy.

The Family Living Program area will report to CEAC at the Sept. 21 or 22, 2006 meeting.

Discussion focused around Responsibility Based Culture and the Cohort groups who will complete five modules between Jan. 06 to Feb. 07. As an Academic Department Chair I will participate in this training.

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

Motion by Doll-Yogerst, second by Olson, to place this report on file. Motion carried.

20. Joint DFD/DYD face-to-face meeting design team report – Chris Kniep

The joint meeting will be held in Stevens Point April 6th, 2006. Departments will meet individually in the morning. The Department of Youth Development will be holding a business meeting. The Department of Family Development's agenda is still being developed. Beginning at 1:30 p.m., the two departments will have a combined meeting. Dean Arlen Leholm and Secretary to the Faculty Ray Schultz have agreed to address the group on topics related to faculty status. Ray has been asked to do an overview of Faculty Rights and Responsibilities. Department members will be asked to generate questions regarding faculty status for Arlen to respond to in his section of the program.

Planning Committee members include Pam Peterson, Jennifer Caravella, Donna Doll-Yogerst and Chris Kniep

21. Academic Department Concurrent/Backup Appointments communication from Secretary of Faculty and Academic Staff – Donna Doll-Yogerst

Doll-Yogerst referred the membership to the letter she sent to those members who currently hold concurrent/backup appointments: Yvonne Horton, Laurie Boyce, Ann Keim, Sue Buck and Karen Hintz. Their role in our department has been clarified with the help of the Secretary of the Faculty. These individuals will still be listed on our roll call, but in a new category. They need to be removed from the tenured faculty review list and will not be a part of a quorum at our meetings. They also will not be eligible to serve on department committees. But we value their input and hope they will assist us as needed.

22. Plans of Work – Donna Doll-Yogerst and Laurie Boyce

Plans of work are due January 15 to Donna Doll-Yogerst, department chair, either electronically donna.doll-yogerst@ces.uwex.edu or by surface mail and to the state liaison for your district. It is also recommended to share the plan with your district director, faculty mentoring team and county department head. The Department of Family Development requires the plan for non-tenured faculty members and strongly recommends the written plan for tenured faculty members. The plan should reflect at least the next two calendar years of planned educational programming (2006 and 2007). Provide as much detail as possible for 2006; the following years will probably be less clear. Therefore a separate annual plan for 2006 is not required in addition to the multi year plan. There are a number of helpful resources on the Family Living Programs site at www.uwex.edu/ces/flp/apps/flrc/pow/guidelilnes.cf.

23. Comments by Laurie Boyce or any others holding backup appointments – St. Croix County will be hiring a full-time Family Living Agent to replace retired agent. Oneida County is moving forward discussing that the next Family Living Agent should be a full-time faculty member.

Boyce gave a reminder about the December 9 WisLine on highlights of Team Plans.

24. Adjourn

Doll-Yogerst, chair, declared the meeting adjourned at 2:50 pm

Future meetings of the Department of Family Development: April 3, 2006 via WisLine at 1:00 pm or April 6, 2006 joint meeting with Department of Youth Development. Save both dates.

Respectfully submitted,

Peggy Nordgren, secretary

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