

Approved December 7, 2009

**Department of Family Development
WisLine Meeting
July 27, 2009
1:00 am – 3:00 pm**

MINUTES

1. Call to order

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

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 sent to Mary Detra and posted July 9 as required by Open Meeting Law Section 19.84 of the Wisconsin State Statutes. The amended agenda was posted by Detra on July 15.

3. Additions to and Adoption of agenda

Motion by Bruce, second by Wood to adopt the amended agenda as printed. Motion carried.

4. Introductions were made by the chair, Doll-Yogerst
Parliamentarian –Edie Felts-Podoll
Welcome New Educators – Carol Bralich started July 15 as Assistant Professor and Family Living Agent in Ozaukee County. Jennifer Smith started June 15 as Associate Lecturer and Family Living Agent in Langlade County-60%.

5. Roll call was taken by Nordgren.

Present

Beverlee Baker, Nan Baumgartner, Carol Bralich, Linda Bruce, Kristen Bruder, Mary Campbell Wood, Jackie Carattini, Jennifer Caravella, Nancy Crevier, Karen Dickrell, Beverly Doll, Donna Doll-Yogerst, Karen Ehle-Traastad, Kathleen Eisenmann, Edith Felts-Podoll, Angela Flickinger, Mary Gruenewald, Marilyn Herman, Patti Herman, Kathleen Hetzel, Cynthia Jacoby, Jane Jensen, Julie Keown-Bomar, Judith Knudsen, Marilyn Kooiker, Faye Malek, Marma McIntee, Mary Meehan-Strub, Kathleen Metzenbauer, Luane Meyer, Bridget Mouchon, Peggy Nordgren, Mary Novak, Linda Olson, Gail Peavey, Jane Schaaf, Ruth Schriefer, Molly Spaulding, Joan Sprain, Nancy Stoutenborough-Brooks, Michelle Tidemann, Dianne Weber, Lori Zierl, Teri Zuege-Halvorsen

Quorum – 44 /59 members present

Excused

Connie Eisch, Mary Geissler, Barbara Haynes, Karen Joos, Christine Kniep, Joan LeFebvre, Susan Nagelkerk, Peggy Olive, Pam Peterson, Jenny Wehmeier, Tedi Winnett

Absent

Sue Allen, Marcia Jante, Trinke McNurlin, Cynthia Muhar

Approved December 7, 2009

Retirees present: none

Inactive present: Laurie Boyce

6. Volunteer **team to review minutes** – Doll-Yogerst thanked Linda Bruce, Pam Peterson and Lori Zierl for reviewing the May 18, 2009 meeting minutes. Jennifer Caravella, Cyndy Jacoby and Judy Knudsen volunteered to review the July 27, 2009 minutes.
7. Review and **approve minutes of the May 18, 2009 meeting** as distributed via e-mail.

Motion by Kooiker, second by Doll to place the minutes on file. Motion carried.

8. **Comments from Family Living Program Area** – Laurie Boyce
 - a. There are active discussions in Oneida, Barron and Dane counties for new Family Living Agents/Educators.
 - b. Linda Roberts has become a 25% specialist in the healthy relationships area. Cliff Barber will join UW Extension in August as the new specialist on aging issues.
 - c. Family Living program area can help with county furlough discussions if needed.
 - d. Planning for the all program area conference in November is continuing. Registration will start in mid-August.

9. **Standing Committee Reports**

- a. **Vice Chair Committee** Report – Lori Zierl

The **Vice-Chair** Committee has not met since the last Department of Family Development meeting. They will be meeting Wednesday, July 29 at Schmeekle Park Reserve for a full-day face-to-face meeting.

- b. **Standards, Rank and Promotion Committee** Report – Ruth Schriefer

The Standards, Rank & Promotion Committee has been involved in presenting information at the Tenure Orientation Workshop that was held in Stevens Point on July 9 and will be involved at same orientation session in Stevens Point on September 24. All untenured faculty are welcome to attend. SRP & Faculty Tenure Advisory Committee members, faculty governance representatives and mentors are also welcome.

The SRP Committee will be meeting via WisLine on August 20 to discuss their workload for the coming promotion season. In the near future, they will also be discussing a review and revision of department Bylaws and Appendix D to make sure they are consistent with the soon to be revised Articles of Faculty Governance. Until any changes are formalized, candidates for promotion should continue to use the Department of Family Development Bylaws and Appendix D as well as Articles of Faculty Governance Appendix I.B and II.B. The SRP committee looks forward to reviewing many portfolios for promotion to associate professor and assistant professor.

The committee will be meeting in Wausau on September 11, November 10 and January 20 to review the documents and conduct other committee business.

The committee would like to congratulate Jackie Carattini who was promoted to Associate Professor with Tenure in the Department of Family Development this summer.

- c. **Research and Studies Committee** Report – Cyndy Jacoby (Patti Herman and Nancy Crevier-co-chairs)

Approved December 7, 2009

Six papers were reviewed at meetings held on May 12 and May 13. Authors were on the WisLine meetings to hear comments and to add clarification. Comments/suggestions were shared with authors for consideration. Written minutes and comments from the meetings were also shared with the authors. At this point two papers with minor revisions are awaiting posting. When posted, Department members will be notified by e-mail. Committee members and authors are to be commended for the work that went into this process.

A July 13th meeting was conducted to transfer leadership, to introduce new members, and to discuss committee operating procedures and expectations for the review process. Nancy Crevier and Patti Herman were selected co-chairs by consensus of the committee. Marilyn Kooiker and Mary Wood are new to the committee. Jacoby, past chair, will continue with the follow-up of the papers reviewed in May.

Three additional items of business were discussed:

1. The committee will continue to explore their role in planning a professional development opportunity for department members related to preparing and writing for publication. Nancy Brooks had expressed interest in possibly collaborating on a project together since it relates to her work in promoting the elements of scholarship. Herman will contact Brooks to begin to investigate next steps.
2. To clarify roles and responsibilities, the committee will begin to develop standard operating procedures regarding committee leadership and expectations for the review process. Herman will begin to develop a written statement for review at a future meeting.
3. Members reviewed Appendix F for possible changes. Crevier will seek input from Department Chair Donna Doll-Yogerst and will report back to the committee.

d. **Tenured Faculty Review Committee** Report – Luane Meyer

The Tenured Faculty Review (TFR) Committee met on July 21 and July 23 to conduct tenured faculty reviews for six department members.

The next meeting for TFR will be Tuesday, August 18th at 1:30pm. Agenda items will include discussion of electronic submission for tenured faculty reviews, consideration of department head roles and the addition of supplemental materials.

e. **Nominations Committee** – Bev Doll

The Nominations Committee has not met since the last department meeting.

Motion by Caravella, second by M. Herman to place standing committee reports on file. Motion carried.

10. **Professor Committee** – Mary Meehan-Strub

The Professor Committee has not met since the start of the new fiscal year. The committee will elect their Chair and Secretary at their first meeting in the fall.

All Associate Professors (15) are encouraged to consider and evaluate whether they meet the criteria for the rank of Professor and begin compiling documentation for review this winter. Candidate statements of intent forms are due to the Department Chair by August 1.

Approved December 7, 2009

2009-2010 committee members are:

Chris Kniep, Karen Dickrell, Joan Lefebvre, Mary Meehan-Strub, Marilyn Herman, Marma McIntee, Mary Gruenewald

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

11. **Executive Committee** – Donna Doll-Yogerst

The Executive Committee has not met.

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

12. **Ad Hoc Committee Reports**

a. Remembrance Report –Angela Flickinger.

Since May, retirement boxes are in the process of being sent to Mary Brintnall-Peterson and Linda Heppner. At this time, Flickinger has no knowledge of future retirements, so no boxes are being ordered. Please send news of retirements to Flickinger and Doll-Yogerst. If requested, retirements will be kept confidential. The 2010 retirement fund will be replenished at the Family Living Conference in November of this year. A \$5.00 gift from all department members would be greatly appreciated at that time.

Motion by Flickinger, second by Schaaf to place report on file. Motion carried.

13. **Faculty Tenure Advisory Committee** - Peggy Olive/Edie Felts-Podoll

Faculty Tenured Advisory Committee has not met since the last Department of Family Development Meeting. There is no report at this time.

Motion by Felts-Podoll to place report on file. Motion carried.

14. **Faculty Senate/University Committee Report** – Barb Haynes, Jane Jensen, Kathy Hetzel, Chris Kniep

Pending Document Changes: Three faculty documents are currently under review by System and the Board of Regents:

Article 4: Faculty Governance Unit Chair

Article 5: Faculty Tenure Advisory Committee feedback

Appendixes IB and IIB: Tenure documents (not complete until they go in front of the Board of Regents in September)

As these changes are finalized, work will be needed in helping faculty understand the changes and what may need to be done to department documents.

Collective Bargaining: With the passage of the 2009-2010 budgets, UW faculty and academic staff are given the opportunity to form collective bargaining units and pursue collective bargaining. University Committee members and Senators ask colleagues to share their thoughts/views on collective bargaining.

Faculty Tenure Orientation Workshops: One session remains for 2009 – all at the Holiday Inn Thursday September 24, Stevens Point 9:00 a.m. – 3:00 p.m. The target audience is probationary faculty, mentors, SRP/FTAC committee members. Anyone interested in attending, should contact Ray Schultz. Department of Family Development members serving on the planning/delivery of the workshop include Ruth Schriefer, Kathy Hetzel and Chris Kniep.

Approved December 7, 2009

Tenure Scholarship and Reflection Forum: Toward a Better Understanding of Scholarship and Tenure-forum was postponed.

Secretary of the Faculty/Assistant Vice Chancellor: The Provost's office and University Committee worked to revise, post and hire a new Secretary of the Faculty/Assistant Vice Chancellor. Greg Hutchins was selected for the position and will begin in the role August 1st. Ray Schultz, current Secretary of the Faculty will be leaving the position in September.

Scholarship Efforts: To enhance an understanding of scholarship and provide opportunities for sharing, scholarly work will be provided in a number of formats/forums this next year ranging from district efforts, program area/department efforts and governance offerings. Department members are encouraged to participate in these efforts AND share their work.

Furloughs: A topic of discussion in many venues, University Committee and Senate has been involved in many discussions with the Chancellor and Provost. Faculty is encouraged to follow the discussions and raise questions – lots to learn and things continue to change.

Chris Kniep is the new chair of the University Committee.

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

15. **Systemwide Extension Council** – Kathy Hetzel

In addition to the Faculty Senate Report, the Council members brainstormed with Christine Quinn concerning strategies for the next biennium budget, 2011-13. The council shared their thoughts and gave direction as to how to position UW-Extension in a better situation for future years.

Motion by Hetzel, second by Schriefer to place report on file. Motion carried.

16. **Strategic Planning Update** – Jennifer Caravella

Under the facilitation of Annie Jones from Kenosha County, nine people participated on the Design Implementation Team, which is the most recent effort in UW-Extension's Strategic Planning process. The charge was to design a structure and process for the next group who will be implementing recommendations made in the Strategic Plan.

This Wednesday at the CEAC (Cooperative Extension Administrative Council) meeting, members of this work group will recommend that a Council for Strategic Change be created. This council will coordinate the implementation of the Strategic Plan. The group also created several other documents including the: Strategic Plan Recommendations Inventory, Evaluation and Communication Plan Guidelines, and a Logic Model for plan implementation.

The Implementation Design Team identified several important concepts about the Strategic Planning process that needed to be communicated to UW-Extension colleagues. They include the following:

1. Many colleagues and administrators have already started moving some of the plan's recommendations forward. For example, more conversation and direction has occurred on the subject of work/life balance and how colleagues are encouraged to find alignment between workloads and personal values.
2. Implementation of the strategic plan is a big and complex task and because of this all colleagues need to make implementation of the plan a priority at the local level.

Approved December 7, 2009

3. The plan will help UW-Extension become an organization that is nimble and responsive to our learner's constantly changing lives and communities. The level of technology available today will help do this.
4. A big part of implementation will be about communication --- a beginning of a communication plan was drafted as part of this process. The team hopes to communicate in many creative ways both internally and externally as the plan moves forward. As a learning organization, they will be using some new, creative strategies like social marketing to make plan implementation relevant to everyone's work while still respecting work/life balance.
5. This strategic planning process is a landmark process for this institution that has involved a variety of voices from all levels of the institution. The Strategic Planning process has been a "bottom-up" approach to organizational change, not top-down.
6. Colleagues should stay tuned for the opportunity to make a difference by contributing their talents through short and long-term work groups that will focus on implementing specific pieces of the Strategic Plan.

17. **Department Chair Update** – Donna Doll-Yogerst

CEAC last met May 27. There was no meeting in June and the July meeting will be on the 29th. Furloughs, state and county budgets and strategic planning continue to be discussed.

The academic department chairs met June 10th. Academic Department Chairs are: Randy Knapp/Bob Cropp (Department of Ag/Ag Business), Denise Retzleff (Department of Youth Development), Peter Manley (Department of Community Resource Development), Donna Doll-Yogerst (Department of Family Development) and Dave Hart (Department of Geological Natural History Survey).

Electronic submissions were discussed for Tenure Faculty Reviews (TFR), Professor Portfolio, for 1, 2, 3 year reviews and for tenure. Youth Development uses it or all TFR, Professors are considering it. Some faculty use it for 1, 2, 3 year reviews. CNRD uses it for TFR and reviews are conducted by WisLine. Three year review is run by administration. SRP has discussed as to who is responsible. Ag TFR has been done electronically for 4 years. Teleconference used for reviews unless request face-to-face. TFR committee is satisfied. Professors tried it with 1-2 candidates; a larger group may be a concern. One, two and three year reviews have been administrative, reviewing the mini portfolio on site. SRP has one candidate who wishes to submit in both ways to demonstrate how it can be done. SRP said candidates can submit if they wish and SRP members can request a hard copy. GNHS has some coming up a few years down the road. Electronic is acceptable.

DFD TFR will consider it for next cycle. Professors Committee is also considering for next promotion cycle. One, two, and three year reviews primarily are administrative and include DFD mentor teams. Doll-Yogerst will discuss electronic submission with program director.

Merit was discussed in relation to UPG 12. Department chairs would like to request notification when department colleagues receive merit linked to their tenured faculty review at any time before their next review.

Department chairs are adopting a running list for each of our departments as per the Department of Community Resource Development practice. This list will serve as a reminder of past Tenured Faculty Review decisions which will be useful for all involved. It is necessary for Academic Department chairs to be aware of when TFR merit is given to update the list. This information will be shared with Klemme, Horton, Program Directors, and District Directors by March 1 as the merit decisions is

Approved December 7, 2009

being formulated.

Doll-Yogerst will serve as the ADC on the HR network which meets the morning after CEAC on a bi-monthly basis. Peter Manley will serve as backup. This is a one year commitment with the next HR network meeting on July 30.

Randy Knapp's contributions were also recognized and colleagues wished him well as he passes the torch to Bob Crop, Pepin County.

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

18. **Website** - Promotion materials and tenure dates are now posted.

19. **Announcements** – Next meeting date is December 7, 2009 at 1:00 pm via WisLine
Doll-Yogerst started a discussion on how the meeting schedule was working. Based on the 2009 schedule, she suggested these 2010 dates - **March 29 (5th Monday), May 17 (24 Furlough Day, 31 Memorial Day), July 26 (4th Monday), Dec.6 (First Monday)**. Consensus seemed to indicate they were too close together, so a suggestion was made for March, June, September and December or quarterly.

20. Meeting was **adjourned** at 2:23 pm.

Future meetings: Monday, December 7, 2009 at 1:00-3:00 pm via WisLine

Passcode: 8163

Respectfully submitted,
Peggy Nordgren, secretary
Department of Family Development

DFDminutes709

j:\uwx\dfd\minutes\2009\7-27-09 approved minutes.doc