

**Department of Family Development
Tenured Faculty Review Committee Meeting
Open Session Minutes
Tuesday, July 31, 2007**

Chair Winnett called the meeting to order at 8:48 a.m. and announced that the agenda was posted with the Secretary of the Faculty, and therefore in compliance with the WI Open Meetings Law.

The meeting agenda was approved on a motion by Baker, seconded by Rychter. Roll call was taken and all committee members – Tedi Winnett, Bev Baker, Shelley Tidemann, Pat Rychter, and Kathy Miller – were present.

The July 24, 2007 Tenured Faculty Review open session meeting minutes were approved via a motion by Baker, seconded by Tidemann.

Winnett briefly reviewed the protocol for Tenured Faculty Reviews as outlined in Appendix G of the Family Development Department Documents.

Tidemann moved to convene in closed session per Wisconsin Statutes 19.85(1)(c) to complete tenured faculty reviews over which the body exercises jurisdiction. Rychter seconded the motion. Roll call vote was taken. Winnett-aye, Baker-aye, Tidemann-aye, Rychter-aye, Miller-aye. Winnett announced that the motion passed and that the Tenured Faculty Review Committee was now in closed session to conduct faculty reviews for employees over which the body exercises jurisdiction per Wisconsin Statute 19.85(1)(c). Winnett announced that we anticipated returning to open session at 12:45 p.m.

Rychter moved to return to Open Session per Wisconsin Statute 19.85(2) at 1:00 p.m. Tidemann seconded the motion. Roll call vote was taken. Winnett-aye, Baker-aye, Tidemann-aye, Rychter-aye, and Miller-aye. Motion carried. Winnett announced that the Tenured Faculty Review Committee was now in Open Session.

The Tenured Faculty Review Schedule was discussed because the Department Chair had thought that faculty member, Mary Geissler, had been excluded from the review list. Upon further examination, it was discovered that her name was on the list and she is scheduled to be reviewed in 2010.

Recommendations for potential changes to Appendix G of the Department Documents were suggested by committee members, so that they could be forwarded to the committee currently considering updates and revisions. Suggestions were as follows:

- Appendix G.1 – Item #5 – **Timeline** Suggestion was to allow 15 working days (rather than 10) following the Tenured Faculty Review date in order to submit the written summary to the candidate. (This is the 7th entry on the timeline grid in the document).

- Appendix G.1 – Item #7 – **Remediation Responsibility** Suggestion is to eliminate text under (a), and then (b) would become (a), and so on. Bullet (a) would then read “For a member whose review reveals significant developmental needs in performance (rating of Unsuccessful Performance), the District Director shall work with the member and the Dean in determining a mutually agreeable action plan for the next 12 months.” Bullets b, c, and d (formerly c,d, and e) would remain the same.
- Appendix G.2 – Item #1 – **Content to be Submitted** Suggestions are as follows: Add the following statement to the first paragraph: “Ideas should be expressed clearly and effectively using proper grammar and sentence structure”. Under Item 1(b), add for #(2) the statement as follows: “Listing of recommendations made during the candidate’s last Tenured Faculty Review. If last review was a rank change, then this does not apply.” Add for #(3) the following statement: “The faculty member to be reviewed should send 3 additional copies of their professional development plan to the Tenured Faculty Review Committee Chair”. The former numbers 2 and 3, would now be 4 and 5.
- Appendix G.3 – At the bottom of the form, combine the two headings to read “Areas for Strengthening and/or Professional Growth”. Remove the “Needs Strengthening” category, and change the word Unacceptable to “Unsuccessful”. Also check on footnote/subscripts to possibly eliminate both.

Items to possibly be included on the Family Development Department website were suggested and include the following:

- Recent Tenured Faculty Review Documents that are good examples for others to refer to. This should be prefaced with a statement that indicates that they are not to be considered a template, and in fact vary a great deal, showing the diversity of styles that faculty can communicate their work for purposes of this review. Permission from faculty members should be granted before posting. The TFR Committee further recommended three documents from the 2007 reviews that would be good to post on the website. They include review documents from Ruth Schriefer, Mary Novak, and Joan LeFebvre.
- Schedule of Meetings – link page 4 in G2
- List of Faculty to be Reviewed and Dates
- List of Committee Members
- Forms that Committee Members Use During Reviews

In regard to TFR follow-up work, each lead reviewer should send their summary to Committee Chair Winnett as soon as possible so that she can have the written overview sent to the candidate within the required 10 working days.

The TFR Committee membership will change as of September 1, 2007. Luane Meyer (representing the Western District) will be replacing Kathy Miller on the committee.

Beverlee Baker left the meeting at 2:00 p.m.

Chair Winnett announced the final outcome of the Tenured Faculty Reviews occurring on July 24, and July 31, 2007. Mary Fran Lepaska, Karen Ehle-Traastad, Ruth Schriefer, Joan LeFebvre, Linda Heppner, Karen Joos, and Mary Novak were all recommended for a *Successful Performance* rating. In addition, Mary Fran Lepaska, Ruth Schriefer, Joan LeFebvre, Karen Joos, and Mary Novak were all recommended for *Meritorious Recognition*. Chair Winnett asked that the faculty documents be held until October 1, 2007, at which time we could return them, if she has not directed us to do otherwise.

The next meeting date will be **September 12, 2007** at **1:00 p.m.** via WisLine. The schedule for the year will be set, and a new Chair and Secretary elected.

The meeting was adjourned at 2:10 p.m. on a motion by Tidemann, seconded by Rychter. Motion passed.

Respectfully Submitted,
Kathy Miller, Secretary

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