

Department of Family Development
Committee of Professors Meeting Minutes
August 15, 2007
Met via Teleconference

1. Call to order and verification of open meeting laws compliance.
Chairperson Meehan-Strub called the meeting to order at 9:02 a.m.
2. Roll Call
Meehan-Strub conducted roll call. Members present included Chris Kniep, Mary Meehan-Sturb, Marilyn Herman, Joan Lefebvre, Marma McIntee, Nan Baumgartner and Karen Dickrell. All of the committee members were present at the start of the meeting. Kniep and Baumgartner asked to be excused part way through the meeting and audio taped the meeting. Department Chair Donna Doll-Yogerst taped the meeting as well so she can follow-up on any issues.
3. Approval of December 20-21, 2006 minutes.
Marilyn Herman moved and Chris Kniep seconded to approve the minutes as distributed. Motion carried.
4. Agenda Item #7 was moved up on the agenda, "Schedule for review dates 2007." There are four potential candidates intending to submit. The dates we are holding are January 14 and January 18 from 1:00 –4:30; and January 22 from 8:30 –12:00.
5. Election of Officers:
Marilyn Herman nominated Mary Meehan-Strub as chair, Nan Baumgartner seconded. Karen said she'd be willing to continue as secretary. Joan cast a unanimous ballot for Mary Meehan Strub as Chair and Karen Dickrell as secretary. Marma McIntee seconded. Motion carried.
6. Wisline: "So Your Thinking about Writing for Promotion to Professor" will be held Sept. 28, 2007 from 10:00 – 12:00 p.m. Marilyn Herman is acting as chair. Chris shared what was done at past orientations in 1991 and 1996. Marilyn shared that we are looking for people to contribute and be a part of the teleconference. We would like to de-mystify the process. Discuss the eight-page reflection; discuss the role and value of a mentor, and the importance at looking at long-term results and outcomes. We also encourage candidates to look at how they have clearly demonstrated leadership roles in the department, program area, and community. We hope to specifically discuss the benefits of being a professor, and document how it is different. We will look at scholarship and what it looks like and emphasize that the document is not a fancy record book. We want to clearly share that it is not a mystery, but that there is an art and science involved. It was suggested to look at utilizing a wisline-web to make it more engaging.

Question was asked of whom the four possible candidates are and they include Mary Novak, Nancy Brooks, Lori Zierl and Peggy Olive.

We also discussed the possibility of cluster meetings, so several people could meet together and listen to the teleconference together.

Nan indicated she is interested in participating this year, not presenting. Marilyn will be sending an email out asking for assistance with the various aspects of the presentation. Joan suggested she'd be interested in the quality of evaluation and long-term impact. Chris Kniep is willing to talk about scholarship. Marma said she'd be willing to share her process for reflection, the footprints left on the community. Joan suggested we have set times for each section so we know how much time to prepare for.

It was suggested that we have handouts sent out prior to the teleconference to enhance the learning. Also discussed what additional information should be sent to encourage people to participate. Mary will check with Donna on what should be sent. Mary thanked the committee as we go forward to help others.

Nan Baumgartner and Chris Kniep left the meeting at 9:30 a.m.

6.) Review and Update Documents Relating to the Promotion to Professors.

a.) Department of Family Development By-Laws 2.07 Committee of Professors No Change

b.) Appendix E.1 Guidelines for Submitting Nominations for Promotion to Professor

We discussed the timeline and if anyone is intending to use vita method. Discussion followed.

Recommendations:

E.1 1(c) wording change: **Candidates are eligible to submit portfolio for promotion to professor after at least five years relevant experience since promotion to Associate Professor.**

E.1 D (add) **Evidence of new insight/reflections**

Appendix E. 4 Add #8 **Reflection/Insights**

Make sure it reads "Approved by committee of professors /20 (at the bottom of E.4)

**Marilyn Herman moved to approve as listed, Joan LeFebvre seconded.
Motion carried.**

E. 3 (Vita Contents for Promotion to the Rank of Professor) will be removed given the timeline suggested when the by-laws are approved.

The Committee of Professors Procedures were last revised December 1, 2006
Reminder: When we make changes to the committee of Professor procedures, those changes go into effect immediately.

Discussed #7 and the responsibilities of the TFR representations, decided to keep as is.

#3 Procedure– discussed, keep as is.

#3 Responsibilities – discussed, keep as is.

Mentors – discussed, keep as is.

It was decided by consensus to keep the document as it currently reads.

8. Primary and Secondary Readers – We currently have four potential candidates. We will wait until December 1st to determine the primary and secondary readers.

9. Mentor assignments: Mary Gruenewald has been working with Nancy Brooks and Dianne Graveson Weber has been working with Lori Zierl. Possible mentors were suggested for Mary Novak (Judy Knudsen) and Peggy Olive – Mary Brintnall Peterson or Pat Rychter.

10. Other Committee Work Assignments

AdHoc Mentoring Dept. Committee – If people have concerns or suggestions of how we can improve our mentoring process in the department please talk with Marma or Karen who serve on the ad hoc committee.

Marma asked how do we share our two documents as procedures. Mary will send information from the Secretary of the Faculty dated Sept. 26, 2001 1st page, #4 to Marma.

Reminder: Encourage all to participate in the Wisline “So Your Thinking about Writing for Promotion to Professor” on Sept. 28, 2007 from 10:00 –12:00 p.m.

Motion to adjourn made by Marma McIntee, Seconded by Karen Dickrell.

Meeting adjourned at 10:58

Respectfully Submitted,

Karen Dickrell, Secretary

