

DRAFT

Department of Family Development
WisLine Meeting
August 29, 2011
1:00 pm – 3:00 pm

MINUTES

1. **Call to order**

Meeting was **called to order** by Donna Doll-Yogerst, Department Chair at 1:05 pm.

2. **Certification of Wisconsin Open Meeting Law compliance**

Secretary Peggy Nordgren **certified** the meeting was in compliance with **Open Meeting Law** by indicating Mary Detra posted the agenda on August 22, 2011 as required by Open Meeting Law Section 19.84 of the Wisconsin State Statutes.

3. **Additions to and Adoption of agenda**

Motion by Caravella, second by Haynes to adopt the agenda as emailed. Motion carried.

4. **Introductions**

Parliamentarian – Kathleen Eisenmann

Welcome New Educators – Andrea Newby (80%) in Iron County, Assistant Professor began March 1, 2011

5. **Roll call was taken by Nordgren. Quorum - 38 of 60 members present.**

Present

Sue Allen, Missy Bablick, Beverlee Baker, Carol Bralich, Erica Brewster, Nancy Brooks, Kristen Bruder, Jackie Carattini, Jennifer Caravella, Nancy Crevier, Karen Dickrell, Beverly Doll, Donna Doll-Yogerst, Kathleen Eisenmann, Connie Eisch, Angela Flickinger, Barbara Haynes, Patti Herman, Cynthia Jacoby, Jane Jensen, Karen Joos, Julie Keown-Bomar, Christine Kniep, Judith Knudsen, Marilyn Kooiker, Faye Malek, Kathleen Metzenbauer, Luane Meyer, Susan Nagelkerk, Peggy Nordgren, Mary Novak, Peggy Olive, Linda Olson, Pam Peterson, Jane Schaaf, Ruth Schrieffer, Joan Sprain, Lori Zierl, Teri Zuege-Halvorsen

Excused

Linda Bruce, Mary Campbell Wood, Karen Ehle-Traastad, Marilyn Herman, Marma McIntee, Trinke McNurlin, Mary Meehan-Strub, Kathryn Miller (on administrative leave), Bridget Mouchon, Michelle Tidemann, Tedi Winnett,

Absent

Sherry Daniels, Mary Geissler, Debra Meyer, Cynthia Muhar, Andrea Newby, Mary Ann Olson, Gail Peavey, Bonnie Rudie, Michele Sanderson, Jennifer Smith, Jenny Wehmeier

DRAFT

6. Chair thanked Eisch, Zuege-Halvorson and Jacoby for reviewing the January 24, 2011 minutes. Volunteer **team to review minutes** –Patti Herman, Judy Knudsen and Lori Zierl volunteered to review today's meeting minutes.

7. Review and **approve minutes of January 24 and April 5, 2011 meeting** as distributed via e-mail. Changes – both need pm times for meeting and April needs W=WisLine for roll call.

Motion by P. Herman, second by Eisch to place the January 24, 2011 minutes on file. Motion carried. Motion by Kooiker, second by Joos to place April 5, 2011 minutes on file. Motion carried.

8. Chair Doll-Yogerst thanked Jane Schaaf for filling in one year on TFR committee for Kathy Hetzel and Marma McIntee for filling in one year on Professor Committee for Joan LeFebvre.

9. **Standing Committee Reports**

a. **Vice Chair Committee** Report – Kathy Metzenbauer

The Department of Family Development Vice Chair Committee met via WisLine on May 24, 2011.

The committee discussed issues and concerns from each district along with updating the mentor/mentee list. We discussed ideas for mentoring Family Living Associates. New Associates need help in the future prioritizing programs to fit county needs. The committee will continue to explore the possibility of hosting a workshop or webinar for associates and mentors in the future.

Sue Nagelkerk is the newly elected chair.

The next meeting for the Vice Chair Committee will be via WisLine on Tuesday, September 24, 2011 in the afternoon.

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

From July 1, 2010 through June 30, 2011, the Standards, Rank & Promotion Committee reviewed:

- The portfolios of three candidates for Associate Professor with Tenure. Recommendations were made on behalf of Angela Flickinger, Joan Sprain and Barbara Haynes who have all achieved tenure.
- One abbreviated portfolio and recommended the promotion from Instructor to Assistant Professor for Teri Zuege-Halvorsen.
- Information in support of Emeritus status for five colleagues and recommended Emeritus status for Associate Professor Edie Felts-Podoll, Professor Mary Gruenewald, Professor Karen Hintz, Professor Nan Baumgartner, and Professor Joan LeFebvre.

Since the last SRP Committee report to the full Department of Family Development, the committee:

DRAFT

- Reviewed and made recommendations to the SRP and Promotion pages on the Department of Family Development website.
- Reviewed and revised the SRP Committee Member Position Description.
- Shared an example of an electronic portfolio with the committee and the department.
- Heard about chair-elect Jennifer Caravella's observations regarding the planning for and presenting at the Tenure Orientation Workshop that was held in Stevens Point on May 9. Jenn and the SRP Committee will consider talking with our Department of Family Development Senators and Faculty Tenure Advisory Committee members about tenure orientation sessions and support for colleagues pursuing tenure.

Committee Chair Ruth Schriefer and Committee Secretary Gail Peavey have completed their SRP terms. The new committee members will be Beverly Doll representing the Southern District and Julie Keown-Bomar representing the Western District. Jennifer Caravella will be the Committee Chair and Cynthia Muhar will be the Committee Secretary

The first meeting of the new SRP will be held Friday September 2, 2011 in Wausau, WI. There are no portfolios to review, but quite a bit of business to take care of. The current SRP committee offers their gratitude to outgoing SRP chair Ruth Schriefer and outgoing secretary Gail Peavey for their service.

The second SRP meeting of the 2011-2012 year will be held on November 16th in Wausau. The committee will review three portfolios and one mini-portfolio.

c. **Research and Studies Committee** Report – P. Herman

1. The Research & Studies Committee met on May 10th, 2011 and August 11th, 2011.
2. Julie Keown-Bomar's term on the committee ended June 31st. Thanks to Julie for her work on the committee, including her work as co-chair. Welcome to newly elected members Mary Novak (who agreed to be co-chair) and Bridget Mouchon.
3. Appendix F.1 and F.2 were approved at the DFD meeting on April 5th. A notice will be sent to department members to draw their attention to the changes in the timeline for submission and to encourage submissions. The committee will continue to review the appendices to identify any other wording changes (e.g., consistent use of the words "posting to website" rather than "publishing to website") that may need to come before the membership at some point.
4. At the next committee meeting we will discuss ideas for organizing the information on the Research & Studies section of the website in order to make it useful and accessible to members. For example, there may be changes that could be made to the "Sharing Scholarly Work" link that appears above the list of documents that are posted to the website.

DRAFT

5. The committee reviewed the work that has been done so far on the “Writing for Professional Development” series. We will continue to explore the best avenue for sharing this type of information.

d. Tenured Faculty Review Committee Report – Judy Knudsen

The committee met in July 2011 and reviewed two documents. New committee members, Chris Kniep and Jane Schaaf, will join the committee. A WisLine will be held this fall for the committee to make plans for 2012.

e. Nominations Committee Report – Joan Sprain

Chair Doll-Yogerst has been notifying Nominations Chair, Joan Sprain, of openings due to staff retiring and leaving UW Extension. Donna was able to fill many openings but we still need a Nominations representative for the Central District to replace Molly Spaulding. The committee has asked the Central District to find a replacement. The Nominations Committee Recorder for next year is Tedi Winnet and Joan Sprain will again serve as chair. The committee will be meeting via WisLine this fall to develop recruitment plans for the spring ballot.

Motion by P. Herman, second by Allen to place standing committee reports on file. Motion carried.

10. Ad Hoc Committee Reports

a. Remembrance Report –Angela Flickinger

Since January 2011, the department has given retirement boxes to Joan LeFebvre and Kathy Hetzel. There are currently 2 boxes for upcoming retirements.

Thank you Eastern, Northern, and Quad counties for getting your money in. Waiting for Southern, Western and Central to make their donations. There is currently a negative balance on the books so sending money as soon as possible would be helpful. Vice chairs please send money to Angela Flickinger for 2011.

In Jan. of 2012, the department will need to evaluate if this retirement box/gift is something to continue. Flickinger has recently received feedback that a gift is not necessary and a “box” is not desired.

Flickinger is giving up responsibility for this committee. If someone would like to chair this committee, please let her know. If there is not someone who would like to do this, then the department has to determine if the committee should exist.

Please send news of retirements to Angela Flickinger and Donna Doll-Yogerst. If requested, retirements will be kept confidential.

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

DRAFT

11. **Professor Committee** – Karen Dickrell reporting for Mary Meehan-Strub

Professor Committee members include: Chris Kniep, Marma McIntee, Mary Meehan-Strub - Chair, Marilyn Herman, Faye Malek - Secretary, and Nancy Brooks.

There are no candidates for promotion to Professor in 2012. Members of the Professor Committee will be contacting the 18 Associate Professors who are eligible to submit for promotion to Professor in 2012 to remind them of the promotion opportunity, determine their interest, provide criteria for promotion, and answer questions. The Committee will schedule a WisLne in the spring with potential candidates, to review the criteria and answer any questions.

The Committee has reviewed and is recommending the department approve the Resolution on the Role of the Department of Family Development in County Family Living Agent/Educator Faculty Hiring Decisions. The intent of the resolution is to retain faculty positions as department members retire or resign, to meet specified qualifications, and to have the Department be actively involved in the decision-making process.

Other areas that the Professor Committee has or will be working on include: request that all WNEP correspondence and information be shared with all Family Living Educators at the time it is distributed to WNEP staff; what constitutes a family development degree; retirement and resignations; the implications for the department, and the initial process of evaluating the position, articulating the need for a faculty position with decision-makers; and including scholarship contributions in exit reports;

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

Motion by Kniep, second by Dickrell to approve the ‘Resolution on the Role of the Department of Family Development in County Family Living Agent/Educator Faculty Hiring Decisions’ and have the Department Chair forward the resolution to UW-Extension Administration. (resolution attached)

Discussion of resolution involved issues of faculty retention: does interim have faculty qualifications and an understanding of the faculty and family living programs in the county.

Motion carried.

12. **Revisions to Appendices** – Peggy Nordgren

Nordgren stated the department should start the discussion on potential committee structure changes due to district realignment. There are several ways to determine committee structure and someone may come up with an “out-of-the-box” idea. Optimal communication and optimal participation are two things to keep in mind as the department works through the process.

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

DRAFT

The Executive committee has not met.

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

14. **Faculty Tenure Advisory Committee - Peggy Olive/Cyndy Jacoby**

The Faculty Tenure Advisory Committee has met four times since our last report to the Department in January 2011.

FTAC met on February 9, 2011 in Wausau to review four portfolios, including one candidate from the Department of Family Development. All four documents received a positive recommendation from the committee to the Dean. The Committee conducted a discussion on electronic portfolio submissions.

FTAC next met on March 29 and 30, 2011 in Madison to review six portfolios, including one candidate from the Department of Family Development. All six documents received a positive recommendation from the committee to the Dean. The Committee also continued their discussion on electronic portfolio submissions, and Deb Ivey was elected as Chair for FTAC in 2011-2012.

An FTAC WL was held on May 25, 2011 in order to confirm meeting dates and locations for 2011-2012. Committee business was discussed, and members thanked outgoing Chair David Fischer for his leadership.

The Committee met in-person in Stevens Point on August 18, 2011 for an FTAC orientation meeting for new and continuing Committee members. Business items were discussed including upcoming submissions of electronic portfolios and a review of Appendices' IB/IIB and IC/IIC.

The next FTAC meeting is scheduled for November 29 and/or 30, 2011 in Stevens Point.

Motion by Jacoby, second by Olive to place report on file. Motion carried.

15. **Faculty Senate/University Committee Report – Connie Eisch, Karen Dickrell**

Faculty Senate

Joos reported for Faculty Senate. On July 1, Teri Zuege-Halverson will replace Jane Jensen on faculty senate. At the last meeting, there was a budget discussion with the chancellor.

University Committee

Dickrell reported there is an interim Provost and Vice Chancellor – Greg Hutchins and the newly appointed Interim secretary of the faculty and academic Staff is Dan Hill. It is fortunate to have experienced staff that understands Cooperative Extension in these positions. Judy Ballweg is a valuable, key person to faculty governance work done by the department.

There has been one tenure workshop and there will be a second one on September 12th. Five people have registered for the workshop from the Department of Family Development and 34 (total)

DRAFT

registered as of last week. New discussion this year is the electronic submission of the portfolio. Greg Johl is presenting that information.

There will be a faculty senate orientation workshop on September 13th in Madison. The goal is to better define the role of faculty governance and the role faculty play in representing the department.

There were 35 people from SRP and FTAC committees meeting to discuss the scholarship of tenure, how each department reviews portfolios and how to look to the future as this is an important part of being a faculty member.

Governance representation and Cooperative Extension potential district restructuring discussions have begun. University Committee is looking at what impact the new district configuration could have on the work of the department. Department Chairs and/or their representative are invited to the November University Committee meeting to look at the needs and how to insure representation.

New to the discussion this coming month is concealed weapons and what that means to faculty members on campus and in community settings. While faculty knows the importance of working with county partners, the University is also working on policies that might need to be shared in counties.

The Chancellor is very interested in knowing how to implement new technology strategies in the work UW-Extension does. There are not set plans in place. He is interested in more exploration of how technology can enhance outreach.

The Chancellor is in the process of collecting information on how to proceed with a strategic planning process. Each division will soon have or already have their own plans and the Chancellor indicated that the Extension institution-wide plan will help enhance and complement the divisional plans.

There have been discussions between a variety of people over time on the value of tenure. While tenure does give some job security, it also helps to make sure universities are stocked with strong instructors and researchers who have proven themselves along the way. Tenure makes faculty unique from other institutions and organizations in the community. Looking at the scholarly work people do is critical in making sure that Extension work is research based and has value by the people with whom faculty work. The Department of Family Development needs to continue to strive for faculty that represents a field of study – a science relating to family and consumer sciences. Department members are part of the University system.

Motion by Dickrell, second by P. Herman to place report on file. Motion carried.

16. **Systemwide Extension Council** – Connie Eisch/reported by Karen Dickrell

The Systemwide Extension Council met in June and will be meeting September 7, 2011 in Madison. The June Council discussion focused on meeting with the Chancellor, dialogue and discussion on the need to increase marketing efforts for UW Colleges and UW Extension.

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

DRAFT

17. Council for Strategic Change – Mary Meehan-Strub/report read by Nordgren

The Council for Strategic Change continues to meet monthly to provide input to the Dean on the Strategic Directions and structuring Cooperative Extension for success in to the future. Five Action Teams were formed in spring-summer, 2011 to guide the implementation of UW-Extension's strategic directions: Inclusive Excellence, Political Effectiveness and Awareness Building, Scholarship, Staffing, Administrative Resources and Technology Information Systems. Department of Family Development representation on the Action Teams includes: Jennifer Caravella and Pam Peterson – Inclusive Excellence, Nancy Brooks and Chris Kniep – Scholarship, and Mary Meehan-Strub – Staffing.

As a Department representative on the Staffing team, the Team has been challenged to develop and evaluate alternative county and campus based staffing models that address current and expected budget scenarios, increase effectiveness and efficiencies, and develop a plan of work for implementing the recommendations. There is urgency about the work of the Staffing Action Team in light of the budget uncertainties.

There should be more communication coming from the Dean, and a potential blog page with updates and opportunities for you to interact, ask questions, and provide input on ideas being considered. All Department members are encouraged to maintain an active vigil and provide regular feedback on ideas being considered. The process chosen to carry out the Strategic Directions has been an inclusive process, and as faculty, department members have the opportunity to share ideas, concerns, and alternative ideas. As the blog opportunity becomes available, post, and post often—don't assume someone else will take care of it. Department members are encouraged to make sure their voices are heard.

If at any time there are questions about the Council's work, the Strategic Directions, or the future structuring of Extension, feel free to call or email Mary Meehan-Strub.

Motion by P. Herman, second by Zierl to place report on file. Motion carried.

18. Scholarship Committee Report – Nancy Brooks No report.

19. Department Chair Update – Donna Doll-Yogerst

ADC: In an effort to streamline academic department chair tasks it was determined that letters from Departments to the dean for Professor Promotion, TFR, Extension Associate admittance to the department and tenure timeline extension will be handled in a streamlined way. The reply will be e-mailed back to Dept. Chair as an attachment, with copy of approval also e-mailed to the person to whom it pertains. Committees that the chair needs to have the exact copy of what they sent to the dean as a cc for the DFD files. The ADC meets on Sept 28 via WisLine.

DRAFT

ALSC: Most of the time we hear what we have previously heard at CEAC or at ASDC meetings. This year the committee chairmanship rotates to ADC. The chair's colleagues asked Doll-Yogerst to do this. The next meeting will be September 29, 2011 in Madison.

CEAC: Mary Meehan-Strub attended the July 26th meeting in the absence of the chair. The chair of the professor's committee is delegated this responsibility. Meehan-Strub shared by phone that the re-purposing CEAC survey of all CEAC members provided some interesting comments regarding CEAC's purpose, values, roles and operational procedures. All handouts were forwarded to the chair from Meehan-Strub.

At the August 17 meeting Dean Rick Klemme provided a Federal and State budget overview and district directors provided a county budget overview. We heard programmatic updates from all program directors. Steven Gilchrist provided input on workforce diversity and equity vision and mission. CEAC offered suggestions regarding this information. Leadership WI is currently accepting nominations and/or applications for the group 15. Contact Kimberly.clist@ces.uwex

Motion by Doll-Yogerst, second by P. Herman to place report on file. Motion carried.

20. **Comments from Family Living Program Area** – Laurie Boyce via Ann Keim

- a. Looking for ideas for choosing mentors
- b. Annual meeting will be on November 13-15, 2012 in Wisconsin Dells
- c. Staffing
 - i. Dodge County will have interim announcement out soon
 - ii. All hires get orientations/professional development even if short term hires.
 - iii. Beth Johnson has taken the interim position in Green Lake County.

21. Announcements – Next meeting date is December 5, 2011 at 1:00 pm.

22. Meeting was **adjourned** at 3:04 pm.

Future meetings: Monday 1:00-3:00 pm

Monday January 30, 2011 1-3 pm via WL

Face-to-Face

JCEP April 10-12, 2012 Usually DFD meets the first day. The day is not confirmed yet.

All Family Living Meeting November 13-15, 2012 (Tentative)

Passcode: 8163 for WisLines

Respectfully submitted,

Peggy Nordgren, secretary

Department of Family Development

The University of Wisconsin-Extension
Department of Family Development Committee of Professors
Department of Family Development

**RESOLUTION ON THE ROLE OF THE DEPARTMENT OF FAMILY DEVELOPMENT IN COUNTY FAMILY LIVING
AGENT/EDUCATOR FACULTY HIRING DECISIONS**

WHEREAS the current fiscal situation has resulted in a hold on filling some Family Living Education Faculty positions within Cooperative Extension division of UW-Extension, creating a scenario where there may be some counties without a faculty member from the Department of Family Development; and

WHEREAS there are many significant issues facing individuals and families in these financially difficult times documented by record rates of evictions, home foreclosures, bankruptcies, divorces, substance abuse, mental health issues and other crisis affecting the stability and future of individuals and families; and

WHEREAS the work of faculty members in the Department of Family Development has historically demonstrated its ability to address issues affecting individuals and families connecting them with information, resources and community partners/programs, building the capacity of individuals, families and communities to cope with life challenges; and

WHEREAS the Department of Family Development requests that UW-Extension administration and county decision makers are provided the opportunity to fully understand the public value of the work of family living education, including its impact on family resiliency, the enhancement of services through community capacity building, and the creation of family focused research addressing local needs; and

WHEREAS the delay in filling Family Living Education Faculty positions and/or the hiring of academic staff to temporarily fill positions should in no way compromise the ability of the Department of Family Development/Family Living Program area to fulfill its mission and affect the future of faculty positions in order to meet short-term needs; and

WHEREAS Chapter 36.09 (4) states “the faculty of each institution...shall actively participate in institutional policy development. As such, the faculty shall have the primary responsibility for academic and educational activities, and faculty personnel matters”;

THEREFORE BE IT RESOLVED that the Department of Family Development Committee of Professors strongly recommends promptly filling Family Living Education Faculty positions: and

DRAFT

BE IT FURTHER RESOLVED that the hiring of academic staff for faculty vacancies as temporary employees only be used in situations where filling the position reduces the risk for losing local support and subsequently the opportunity to retain a faculty position; and

FINALLY BE IT FURTHER RESOLVED that the Academic Department, the Department of Family Development, be actively involved in the filling of all vacant Family Living Agent/Educator positions where a faculty member was previously employed.

Adopted this 19th day of August, 2011 by the Department of Family Development Committee of Professors

Adopted this 29th day of August 2011 by the Department of Family Development

j:\uwx\dfd\lbecky to post\8-29-11 draft minutes.doc