



**Department of Family Development Standards, Rank & Promotion Committee**  
**Friday, September 2, 2011**  
**10:00 a.m., Marathon County UW Extension Office**  
**Meeting Minutes**

**1. Call to Order-Jennifer Caravella, Chair**

Chair person, Jennifer Caravella called the meeting to order at 10:06 a.m.

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

Chairperson Caravella reported that the meeting notice and agenda were posted in compliance with the requirements of the Wisconsin Open Meeting Law, Section 19.84 of the Wisconsin Statutes. Posted by Mary Detra on August 23, 2011.

**3. Adoption of the Agenda**

Motion to adopt agenda by Linda Bruce. Seconded by Shelly Tideman. Motion carried.

**4. Roll Call-Cindy Muhar**

Members present: Linda Bruce (via telephone), Jennifer Caravella, Bev Doll, Mary Geissler, Julie Keown-Bomar, Cynthia Muhar, Michelle Tidemann. New committee members, Bev Doll and Julie-Keown Bomar were welcomed and the committee acknowledged Caravella as the new Committee Chairperson.

**5. Approval of Minutes from the May 24, 2011 teleconference meeting**

Motion by Mary Geissler to approve the minutes as distributed via e-mail. Julie Keown-Bomar seconded. Motion carried.

**6. Emeritus status for Kathy Hetzel**

Bev Doll motioned to recommend Kathy Hetzel for Emeritus status. Linda Bruce seconded. Motion carried.

**7. Old Business**

- a. Suggested revisions to SRP web pages on the DFD website were sent to Donna Doll-Yogerst.** Dialogue included ideas for updating tenure portfolio examples on the DFD web page. Suggestions included adding: Steven Huntington's electronic portfolio, recent successful portfolio submissions within DFD, and portfolios from other departments. Caravella indicated that she would contact other Department SRP committee members to ask for portfolio recommendations to post. Permission will be sought from portfolio authors to display their work on DFD website.
- b. Discussion and recommendation regarding the Tenure Process Survey Tool**  
Originally developed by Faye Malek, the tool's purpose is to assess tenure candidates' experience with the tenure process. The committee agreed a tool was needed for this purpose. It was also decided that the Committee would focus its questions on issues for which SRP could affect any needed changes. Muhar & Keown-Bomar will develop a draft electronic survey tool that will include all aspects of the tenure process. Input will be sought from appropriate dept. committees and the DFD to hone survey prior to distribution to DFD faculty members who have attained promotion within the last 3 years.

## 8. New Business

- a. **Discussion about Department of Agriculture's letter to accept electronic tenure documents.**
- b. **Discussion of OneNote/MS Office 2010 suggestion made by Kathy Eisenmann**
- c. **Discussion and recommendation regarding the Dept. of Family Development SRP committee's acceptance of electronic documents in a universally acceptable format with exception of providing a printed copy for SRP members who request it.**

Muhar made an amended motion to revise SRP by-laws to accept electronic portfolio documents, in a universally accepted format, submitted to the Department of Family Development - with the exception of providing a printed copy for SRP members who request it. Keown-Bomar seconded the motion. Motion carried. Discussion involved county offices' restrictions regarding electronic materials, the need for SRP members to be familiar with software programs that support these documents, and Greg Johl's assistance to adapt current Agriculture Department electronic portfolio submission guidelines to meet DFD needs. Suggestion was made to include "Electronic Tenure Portfolio Submission Guidelines" link on DFD website for tenure candidates' reference prior to by-law adoption.
- d. **Assignment of readers for portfolio reviews for No. 16, 2011 meeting.**

(all associate professor portfolio submissions using 1B & 2B format)

  - i. Terri Zuege-Halvorsen: primary reader, Cynthia Muhar, secondary reader, Jennifer Caravella.
  - ii. Kristen Burder: primary reader, Linda Bruce, secondary reader, Bev Doll
  - iii. Bridget Mouchon: primary reader Mary Geissler, secondary reader Shelly Tideman
  - iv. Jennie Wehmeyer (mini appendix c.2., pg. 4.): primary reader, Julie Keown-Bomar, secondary reader, Jennifer Caravella
- e. **Discussion about records management and SRP personal notes.**

Caravella checked with Dennis Larsen, Records Officer UWEX/UW Colleges regarding protocol about SRP members' portfolio review notes. SRP does not need to keep these notes as records.
- f. **Nominations for SRP Chair and secretary for 2012-2013.** Muhar self-nominated for the role of SRP secretary. Committee accepted this nomination. No nominations were received for the position of Chair. It was decided to table this nomination until the November 16, 2011 meeting.
- g. **Sharing and discussion of Aug. 17, 2011 SRP/FTAC Scholarship Forum.**

Caravella summarized items of discussion at the forum: the need for all tenure process committees to work together to help candidates through the tenure process, the need for departments to discuss electronic portfolio acceptance, and what was learned about the process from each department's perspective. Caravella shared the written document that she provided to forum attendees regarding the Dept of Family Development's SRP tenure functions.
- h. **Comments and suggestions for committee procedures for 2011-2012**

Redistricting has implications for dept. committees' membership. SRP will recommend that each district has one representative on committee and 1-3 at-large committee members (which includes 5-7 SRP members at all times). Discussion included the need for diverse membership on the committee, both urban and rural. Committee members addressed the need for post-tenure evaluation tool. Should faculty governance host a post-tenure workshop (which will go in tandem with their pre-tenure orientation workshop)? Caravella will send email to Karen Dickrell and Donna Doll-Yogerst regarding redistricting implications for SRP and to recommend Faculty Governance submit a post-tenure survey for all departments. Caravella will also let Dickrell and Doll-Yogerst know that SRP is developing a post-tenure survey for Dept of Family Development.
- i. **Any other new business for discussion only**

Robert's Rules of Orders critical to the tenure review process. SRP committee will have the Robert's Rules of Orders book at all SRP meetings so that it is available when needed. Discussion occurred regarding the SRP members' position description. Members had different versions of the PD, so Caravella will check into any updates to PD since 2009 and will send most recent version of PD to all SRP members.

The committee explored options to help tenure candidates effectively prepare for the portfolio review. Suggestions included:

- i. Meet with tenure mentors to affirm understanding of the mentor roles and to provide clarity and insights regarding the review process
- ii. Clarify the SRP review process through the demonstration of a 'mock-review'
- iii. SRP members available to offer candidates a pre-review critique of the 8-page 'summary of professional contributions and scholarship' document

Back-up meeting date (for inclement weather) for Tues. Nov. 16, 2011 meeting will be Fri. Nov. 18, 2011.

#### **9. Adjourn**

Cynthia Muhar made a motion to adjourn at 2:16 p.m.; seconded by Jennifer Caravella. Motion carried.

**Respectfully submitted,**

**Cindy Muhar**