



**Department of Family Development
Standard, Rank & Promotion Committee Meeting
Meeting Minutes – Friday, September 22, 2006
10:30 AM – 2:30 PM
Wausau, Wisconsin**

1. Call to Order

Chairperson McIntee called the meeting to order at 10:40 am.

2. Certification of Wisconsin Open Meeting Law

Chairperson McIntee 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 State Statutes. Posted by Mary Detra on September 19, 2006 in Madison and Wausau.

3. Adoption of the Agenda

Motion by Sue Nagelkerk to adopt the agenda as posted. Seconded by Faye Malek. Motion carried.

4. Roll Call – Gail Peavey

Members present: Mary Geissler; Faye Malek; Marma McIntee; Sue Nagelkerk; Linda Olson; Gail Peavey; Dianne Weber

5. Approval of Minutes from June 20, 2006 Meeting

Motion by Faye Malek to approve the minutes as distributed via e-mail. Sue Nagelkerk seconded. Motion carried.

6. Old Business

• **Final Questions on Reviewing Promotion Documents**

Discussion ensued regarding mentoring for probationary faculty. Motion by Sue Nagelkerk that the Mentoring Ad Hoc Committee provide means to make sure candidates meet with the mentor team and have documentation of that prior to submission of portfolio to SRP Committee. Seconded by Weber. In addition, the Mentoring Ad Hoc Committee should consider annual training of mentors so they understand their vital role.

7. New Business

• **Review Responsibilities of Committee Members**

The document "Position Description" of Committee Members, Responsibility of Committee Chair, and Responsibilities of Committee Secretary from the Department of Family Development, Standard Rank and Promotion Committee was reviewed. Ray Schultz, Secretary of Faculty, will need to be consulted on several items including: benefits of emeritus status for past faculty members; required professional rank of faculty member in order to receive emeritus status; guidelines for discarding SRP committee minutes, agendas or other outdated documents or records in SRP committee members' binders. A recommendation was made to elect a chair elect who will assume the responsibilities of the chair the following year. A position description will need to be added listing the responsibilities.

- **Preparation for Review of Documents Submitted for Tenure**

Chair McIntee led discussion on the six Criteria for Evaluation of Rank Change from Articles of Faculty Governance, Appendix I.B. The six criteria should be reflected throughout the entire portfolio including the eight pages, support materials, plan of work, success stories, accomplishment reports, and resume. It is the responsibility of the candidate to submit good quality work meeting the criteria with minimal grammatical, spelling, and punctuation errors. Chair McIntee reminded SRP members of the violation of the open meeting law if three or more committee members discuss a candidate's portfolio. (See Wisconsin Open Meeting Law 19.81 – 19.98, Wisconsin Statutes.)

Lunch Break (in room)

8. Motion to Move into Closed Session per WI Stat. 19.85 (1)(b) to Consider Tenure of a Faculty Member – Jennifer Caravella

Faye Malek moved to go into closed session per Wis 19.85 (1)(b) to consider tenure of faculty member Jennifer Caravella. Mary Geissler seconded. Roll call vote:

Geissler: yes
Malek: yes
McIntee: yes
Nagelkerk: yes
Olson: yes
Peavey: yes
Weber: yes

Review of Jennifer Caravella's document. Chairperson McIntee read the opening remarks. Dianne Weber, primary reader, made a motion to recommend rank change from Assistant Professor to Associate Professor with Tenure for Jennifer Caravella. Motion seconded by Susan Nagelkerk, secondary reader. Discussion reviewing the portfolio of Jennifer Caravella was held by the committee. A vote by written ballot was taken on the motion to recommend rank change from Assistant Professor to Associate Professor for Jennifer Caravella.

Motion to Move to Open Session per WI Stat. 19.85 (2) to conduct business as detailed on duly posted agenda (affirmative recorded roll call vote required)

Motion by Dianne Weber and seconded by Geissler to move into Open Session. Roll call vote:

Geissler: yes
Malek: yes
McIntee: yes
Nagelkerk: yes
Olson: yes
Peavey: yes
Weber: yes

Chairperson reported results of the action taken in closed session to recommend Jennifer Caravella for rank changes from Assistant Professor to Associate Professor. Motion was defeated.

9. New Business Continued

- **Election of Chair Elect of SRP for 2006 – 2007**

Chair elect will assume responsibility of chair elect from current date until June 30, 2007. From July 1, 2007 – June 30, 2008, she will be chair of SRP. Motion made by Olson to nominate Faye Malek. Seconded by Nagelkerk.

- **Emeritus Status for Rita Straub – Linda Olson**
Motion by Linda Olson to recommend emeritus status for Rita Straub. Seconded by Faye Malek. Motion passed.
- **Emeritus Status for Lana Anderson – Mary Geissler**
Motion by Sue Nagelkerk to recommend emeritus status for Lana Anderson. Seconded by Mary Geissler. Motion passed.
- **Candidates for Promotion in 2006 – 2007**
December 12 – Kristin Bruder – Assistant Professor. Chairperson McIntee assigned Sue Nagelkerk as primary reader and Faye Malek as secondary reader.
January 29 – Pam Peterson – Assistant Professor. Chairperson McIntee assigned Dianne Weber as primary reader and Mary Geissler as secondary reader.
January 29 – Linda Bruce – Associate Professor (early submission). Chairperson McIntee assigned Sue Nagelkerk as primary reader and Linda Olson as secondary reader.
- **Review Internal Document – Principles to Guide Portfolio Reviews – Sue Nagelkerk**
McIntee recommended tabling until next meeting.

10. Other Business – for discussion only

Department of Family Development Chairperson, Donna Doll-Yogerst, has requested a representative from SRP to serve on the Ad Hoc Documents Committee. Linda Olson volunteered.

Chairperson McIntee requested each SRP committee member review current Articles of Faculty Governance 1.B in regards to portfolio format. This committee may decide to consider adding Appendix for portfolio process.

11. Adjourn

Chair McIntee adjourned meeting at 2:50 pm.

Respectfully submitted,

Gail Peavey