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**Department of Family Development**

**WisLine Meeting**

**Monday, December 1, 2008**

**1:00 am – 3:00 pm**

***MINUTES***

**1. Call to order**

Meeting was **called to order** by Donna Doll-Yogerst, Department Chair at 1:12 p.m.

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

Secretary Peggy Nordgren **certified** the meeting was in compliance with **Open Meeting Law** by indicating it was sent to Mary Detra for posting as required by Open Meeting Law Section 19.84 of the Wisconsin State Statutes.

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

**Motion by Kniep, second by Kooiker to adopt the agenda as printed. Motion carried.**

**4. Introductions**

Parliamentarian –Edie Felts-Podoll

Secretary – Peggy Nordgren

**5. Roll call was taken by Nordgren.**

Present

Beverlee Baker, Nan Baumgartner, Linda Bruce, Mary Campbell Wood, Jackie Carattini, Jennifer Caravella, Karen Dickrell, Beverly Doll, Donna Doll-Yogerst, Karen Ehle-Traastad, Kathleen Eisenmann, Edith Felts-Podoll, , Mary Geissler, Mary Gruenewald, Barbara Haynes, Linda Heppner, Patti Herman, Cynthia Jacoby, Jane Jensen, Karen Joos, Julie Keown-Bomar, Christine Kniep, Marilyn Kooiker, Joan Laurion, Joan LeFebvre, Mary Fran Lepaska, Faye Malek, Marma McIntee, Trinke McNurlin, Mary Meehan-Strub, Luane Meyer, Kathryn Miller, Bridget Mouchon, Peggy Nordgren, Mary Novak, Peggy Olive, Linda Olson, Gail Peavey, Pam Peterson, Patricia Rychter, Jane Schaaf, Ruth Schriefer, Joan Sprain, Michelle Tidemann, Jenny Wehmeier, Teri Zuege-Halvorsen

**Quorum – 45/66 members present**

Excused

Mary Brintnall-Peterson, Kristen Bruder, Angela Flickinger, Kathleen Hetzel, Judith Knudsen, Cynthia Muhar, Susan Nagelkerk, Molly Spaulding, Nancy Stoutenborough-Brooks, Dianne Weber, Tedi Winnett, Lori Zierl

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Absent

Nancy Crevier, Connie Eisch, Marilyn Herman, Brenda Janke, Marcia Jante, Patricia McGee, Kathleen Metzenbauer, Elizabeth Tarabek

Retirees present: none

Inactive present: Laurie Boyce

6. Volunteer **team to review minutes** – Doll-Yogerst thanked Barb Haynes, Peggy Olive and Bridget Mouchon for reviewing the July meeting minutes. Patti Herman, Ruth Schriefer and Karen Dickrell volunteered to review the December 2008 minutes.

7. Review and **approve minutes of July 28, 2008 meeting** as distributed via e-mail.

**Motion by Felt-Podoll, second by McNurlin to place the minutes on file. Motion carried.**

8. **Comments from Family Living Program Area** – Laurie Boyce

- a. Discussed the new hiring procedures due to economic times
- b. Reports are due January 9, 2009
- c. Suggested looking at team plans before doing plan of work

9. **Standing Committee Reports** – Doll-Yogerst requested that if committee leadership changes, email or call her.

a. **Vice Chair** Committee Report – Karen Dickrell

The committee met October 28<sup>th</sup> via teleconference. Linda Bruce was elected Secretary and Karen Dickrell was elected chair.

Committee responsibilities include:

- Serve as a communication link between the Department Chair and department members.
- Meet with Department Chair to discuss department policy matters and positions
- Conduct department business with department members
- Encourage department member participation in the peer review process
- Assist probationary faculty members in identifying their mentoring team
- Provide professional development opportunities to mentors and mentees

Department members are encouraged to utilize the Mentoring Handbook that was just updated as one of the Ad Hoc Mentoring committees' last projects.

The committee is asking for members' input on what you feel is needed for the professional development of mentors and mentees. We want to make sure we are meeting the needs of our department members.

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The Vice Chairs plan to meet with the SRP and program Liaisons once a year – possibly in April or May to discuss what is working and what needs to be improved.

After our first official meeting as vice-chairs, a letter was written to the State Family Living Liaison team and Laurie Boyce, introducing ourselves and encouraging work together to support colleagues. The Department Vice Chairs are responsible for updating the mentoring lists on the web—so please inform the vice-chair in your district with any updates.

Our next meeting will be in January and we plan to review the Mentoring Handbook and discuss professional development needs.

b. **Standards, Rank and Promotion** Report – Faye Malek

The Department of Family Development Standards, Rank and Promotion Committee met to review two portfolios for promotion to associate professor with tenure on November 14<sup>th</sup> at the WI State Patrol Headquarters in Wausau. Those candidates will resubmit their portfolios for a January 27<sup>th</sup> review with a January 29<sup>th</sup> snow date.

At the November meeting, motion was made, seconded, and unanimously passed to recommend Mary Fran Lepaska for Emeritus Status.

Newly posted on the Department website is the “Thinking About My Scholarly Work” worksheet used at the August tenure workshop held in Stevens Point. Department members can use this to take a closer look at their programs and how they match with the four components of scholarship defined in the Articles of Faculty Governance, Appendix I.B. Also posted is a position description for SRP members which can be helpful for department members if they are thinking about filling a vacant position on the SRP Committee.

Ruth Schriefer and Faye Malek will be members of a committee chaired by Chris Kniep to look at mentoring and support for faculty members and the clarity of the tenure process. This committee will include the program area. The first meeting is scheduled for December 4<sup>th</sup> via WisLine.

c. **Research and Studies** Report – Joan Laurion

The Research & Studies committee met on November 11, 2008 to elect a new chair and to consider three papers submitted by members of the Department of Family Development. The new chair is Cyndy Jacoby and we are delighted to announce that all three papers were accepted with very minor revisions for publication.

The three papers are:

1- A paper addressing a philosophical issue entitled:

“A Marriage Made to Last: Integrating Financial Education into Couples and Relationship Education”  
by Nancy Stoutenborough-Brooks

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2- A research/ survey paper entitled:

“Sharing Scholarly Work in Family Living: Lessons Learned,” 2002-08, by Nancy Stoutenborough-Brooks

3- An informational paper entitled: “Hmong Cookbook Project,” by Julie Keown-Bomar

The papers are all excellent and inspiring and department members are encouraged to take time to read them. They are available immediately by contacting Cyndy Jacoby, chair of the Research & Studies committee and they will be available on the web early in 2009. An announcement will be sent to all Family Living staff when they are posted on line.

The next meeting of the Research & Studies Committee will be Tuesday, February 10, 2009, from 1-3 PM. At that meeting the committee will be electing a new recorder and reviewing papers. If anyone would like to submit a paper for consideration at that time, inform the chair, Cyndy Jacoby, by January 10 and submit it to her and the other members of the committee by January 27, 2009.

The Research & Studies Committee reminds departmental faculty that a wide variety of publications may be submitted for consideration and publication. In addition to formal research publications, papers may be informational, philosophical, issue oriented, or a teaching packet. The committee encourages department members to look at Appendix F.1 or to talk with a committee member for more information.

d. **Tenured Faculty Review Report** – Luanne Meyer

The Tenured Faculty Review Committee reviewed 8 faculty members in July 2008. There are 11 faculty members up for review in 2009. Faculty members will receive an email soon regarding the process for tenured faculty reviews. Department members may request a one-year extension.

The 2009 review dates will be July 9, 21 and 23. All reviews are conducted via WisLine.

The Committee reviewed the Department Appendix G.1, G.2, and G.3. The recommendation of the Tenured Faculty Review Committee is to add “Efforts to reach diverse and/or underserved audiences including programming and professional development” to Appendix G.3 to coincide with the changes approved in department documents at the May department meeting.

The committee welcomes Judy Knudsen and Marilyn Herman as new committee members. The committee elected Judy Knudsen, Secretary; Luane Meyer, Chair-Elect and Tedi Winnett, Chairperson.

e. **Nominations Committee** – Bev Doll

The Nominations Committee met September 12 via WisLine. Election of chair and recorder were conducted. Bev Doll will chair, Joan Sprain will serve as recorder.

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Jane Jensen led the review of the department bylaws as they relate to committee membership. It was stressed that the committee as a whole is responsible for developing a slate of candidates for all vacancies in all districts, not just the district in which they reside.

Discussion was held on the current vacancy of the At Large position on the Tenured Faculty Review Committee. This position needs to be filled for a one-year term. Cindy Muhar will contact Marilyn Herman to see if she would accept this appointment to complete the term.

Committee members will be discussing vacancies at upcoming district meetings.

The next committee meeting will be December 5, 2008 at 9:30 via WisLine.

**Motion by second by Bruce, second by Patti Herman to place standing committee reports on file. Motion carried.**

10. **Professor Committee** – Mary Meehan-Strub

The Professor Committee posted the "So You're Thinking about Writing for Professor" a two-hour WisLine from September 28, 2007 on the Department website. The workshop provided an overview on scholarship, writing the reflection, evaluation of impacts and results, building support, and the benefits of becoming a Full Professor. Department members who are eligible and might be considering promotion in 2010 are encouraged to visit the website and listen to the audio session.

Documentation from three candidates requesting promotion to Professor will be reviewed by the Committee on January 16<sup>th</sup> and January 23<sup>rd</sup>, 2009. The committee will next meet on December 19<sup>th</sup>.

**Motion by Meehan-Strub to place report on file. Motion carried.**

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

The Executive Committee has not met.

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

12. **Ad Hoc Committee Reports**

- a. Remembrance Report – read by Peggy Nordgren for Angela Flickinger.

Since this summer, the department has had one formal announcement of retirement of Mary Fran Lepeska. She received a retirement gift from the department. Please send news of 2009 retirements to Angela Flickinger and Donna Doll-Yogerst. If requested, retirements will be kept confidential. Lead time to adequately arrange for an appropriate remembrance is appreciated. The retirement fund still needs replenishing. Money has NOT been collected from the Central, Eastern, or Western Districts. Money has been received from the northern and southern districts and quad counties. If you would like to contribute to this fund, please send \$5 to the VICE CHAIRS or to Angela Flickinger directly.

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**Motion by Nordgren to place report on file. Motion carried.**

b. Mentoring Team – Karen Dickrell

The Ad Hoc Mentoring committee worked diligently to organize, plan and create more effective mentoring efforts. Given the reorganization of the by-laws of the Department of Family Development and the mentoring responsibilities have been more clearly defined as a role of the Department Vice-Chairs, this committee is no longer needed

**Motion by Dickrell to place report on file. Motion carried.**

**Motion by Dickrell, second by Felts-Podoll to sunset the Ad Hoc Mentoring Team. Motion carried.**

13. **Faculty Tenure Advisory Committee** – Kathy Eisenmann/Mary Fran Lepaska/Peggy Olive  
The Faculty Tenure Advisory Committee has met twice since the last department meeting. At their October 30, 2008 orientation meeting, the committee discussed policies and procedures as they prepare for the 2008-09 academic year. Peggy Olive joined the orientation meeting as she will be an incoming departmental faculty representative beginning in January 2009. At their second meeting on November 17, 2008, the committee considered and provided positive recommendations for 3 candidates on their requests for promotion with tenure. The next meetings dates for consideration of promotional requests during the 2008-2009 academic year will be as follows:

Tuesday, February 24 and Wednesday, February 25, 2009

Tuesday, March 24 and Wednesday, March 25, 2009

Eisenmann took the opportunity to recognize Mary Fran Lepaska for her service on the committee and wish her well as she looks forward to retirement at the end of the month and is confident Peggy Olive will do a fine job as her successor. Eisenmann tendered her resignation from the committee effective November 18, 2008 due to other professional priorities which have come to light in the last thirty days and is looking forward to working with Doll-Yogerst and Mike Ballweg on a succession plan.

**Motion by Eisenmann to place report on file. Motion carried.**

14. **Faculty Senate/University Committee Report** – Kathy Miller, Jane Jensen, Kathy Hetzel, Chris Kniep

**Tenure Workshops:** The University Committee and Faculty Senate will be working together to plan two types of workshops in 2009. One set of workshops will target untenured faculty members, their mentors and department members working to support colleagues through the process. The second type of workshops will provide orientation for Standards, Rank and Promotion Committee members and Faculty Tenure Advisory Committee members.

**Article 4:** Last year's work on revising Article 4 focused on making the distinction between Faculty Governance tasks and Administrative tasks. This year's work on Article 4 has focused on implementing the revisions. The committee working on this task has developed a recommendation for

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the University Committee to consider in December that defines Faculty Governance Units (FGU) based on counties that have 2 or more faculty members or clusters of counties with 1 or 2 faculty members and governance units at the state or regional level for faculty members not based in counties, e.g. state specialists. Election of FGU leaders would be organized by the Secretary of the Faculty (Ray Schultz).

In tandem with this effort, District Directors have been developing a feedback system for county Department Head that “decouples” the election of FGU with “voting” for the County Department Head.

**Board of Regents – Compensation and Retention Study:** On behalf of Extension faculty, the University Committee submitted a salary compensation and retention report to the Board of Regents for their November 6<sup>th</sup> meeting. David Nack, University Committee Chair and I attend this meeting to respond to questions. Presentations by UW faculty and academic staff helped define the scope of concerns and the range of roles and responsibilities of these groups.

**Collective Bargaining:** Frank Emspak presented the University Committee information on work that has been done over a number of years regarding granting UW faculty and staff the “right” to have collective bargaining. Granting of this right does not mean the collective bargaining process would automatically be used, rather that it could be used if faculty and staff choose to implement it. The University Committee and Faculty Senate will be exploring this topic more in 2009.

**Motion by Kniep to place report on file. Motion carried.**

15. **System wide Extension Council** – Kathy Hetzel  
No report.

16. Possible **Action on Appendix G.3-** Tedi Winnett/Luane Meyer/Peggy Nordgren

Meyer stated the reason for this action is to make the criteria listed in Appendix G3 the same as in G1 and G2. Discussion centered on taking out the statement (Efforts to reach diverse and/or underserved audiences including programming and professional development) in G1-3 (same statement TFR committee wants added to G3 to make G1-3 the same as G1 and G2). Reason stated for this is that the department shouldn't require faculty to do this because it infringes on academic freedom. Eisenmann and Meehan-Strub stated it shouldn't be there because the motion at the May meeting stated that criteria for TFR in Appendix G should reflect UPG#12. Nordgren stated she interpreted the motion to mean that G1-3 should have the same language as the criteria in UPG#12, therefore changed Appendix G to include the exact criteria in UPG#12, but did not take out any criteria that were in addition to the criteria in UPG#12.

**Motion by Joos, second by Kooiker to make the change in Appendix G.3 as presented. Roll call vote – 24 yes, 19 no.**

17. **Electronic Tenure Documents Discussion** – Donna Doll-Yogerst

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Doll-Yogerst stated the academic department chairs have been requested to ask the departments to discuss sending tenure documents electronically. The Department of Family Development SRP committee is not in favor of it. Eisenmann stated it was discussed at FTAC unfavorably. Reasons are too hard to view document on screen, can't make notes easily, too much to print, candidates are supposed to bear the cost of seeking promotion. Doll-Yogerst will carry forward a negative recommendation to electronic tenure documents.

**Motion by Eisenmann, second by Olson to extend meeting beyond 3:00 pm. Motion carried.**

18. **Department Chair Update** – Donna Doll-Yogerst

CEAC met 11-21-08 and discussed included state budget issues, county budget issues, telecommuting and building local relationships.

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

19. **Website**

Doll-Yogerst emphasized using the website to review agendas/minutes and learn more about processes such as TFR. The bylaws/appendices have been posted. New R&S papers will be posted by the end of this year. Committees are asked to please monitor the content on their pages and send revisions to department chair.

20. Doll-Yogerst thanked Mary Fran Lepska for her years of service to UW–Extension and the Department of Family Development and offered best wishes in her retirement.

Meeting was **adjourned** at 3:09 pm.

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

**2009: March 30, May 18, July 27, Dec. 7**

Passcode: 8163

Respectfully submitted,  
Peggy Nordgren, secretary  
Department of Family Development

12/01/08 Minutes