

**Department of Family Development
Committee of Professors Meeting Minutes
Meeting conducted via teleconference
January 18, 2008
1:00 p.m.
Open Meeting Minutes**

1. Call to Order and Verification of Open Meeting Law Compliance

Chairperson Meehan-Strub called the meeting to order at 1:00 p.m. The meeting was posted as required by Open Meeting Law Section 19.84 of the Wisconsin State Statutes.

2. Roll Call

Roll call. Members present included: Nan Baumgartner, Karen Dickrell, Marilyn Herman, Chris Kniep, Joan LeFebvre, Marma McIntee, Mary Meehan-Strub,

3. Approval of August 15, 2007 Minutes

Marilyn Herman moved and Chris Kniep seconded to approve the minutes of the August 15, 2007 meeting and place on file with revision of "your with you're" in the title of the Wisline. Motion carried.

4. Review Committee of Professors Procedures

Mary Meehan-Strub reviewed the procedures. All were asked if they had received all of the information, including the support materials and letters. The Primary and Secondary readers are asked to forward comments to the chair of the Professors committee.

5. Closed Session:

At 1:15 p.m. Motion was made by Marma McIntee and seconded by Nan Baumgartner to convene in closed session pursuant to Wisconsin Statue 19.85(1)(c) for review of portfolio of Mary D. Novak for rank change of Professor in the Department of Family Development.

Roll call vote was taken:

Nan Baumgartner-yes

Karen Dickrell – yes

Marilyn Herman - yes

Chris Kniep - yes

Joan LeFebvre – yes

Marma McIntee - yes

Mary Meehan-Strub – yes

Motion carried.

6. Open Session

Marilyn Herman **moved** and Nan Baumgartner seconded to reconvene into Open Session per Wisconsin Statutes 19.85 (2).

Roll call vote was taken:

Nan Baumgartner-yes
Karen Dickrell – yes
Marilyn Herman - yes
Chris Kniep - yes
Joan LeFebvre – yes
Marma McIntee - yes
Mary Meehan-Strub – yes

Motion carried.

The committee convened at 2:45 p.m. Chairperson Mary Meehan-Strub announced voting results for the motion for promotion as follows:

Motion made by Marilyn Herman, seconded by Joan LeFebvre to recommend Mary Novak for the rank of Professor in the Department of Family Development. Faxed ballot results were announced by Karen Dickrell with 6 yes and 1 no. Motion carried. The fax ballots will be forwarded to Mary Meehan-Strub as Chair of the Professors to keep on file.

Joan and Marilyn will forward their copies of the document to Donna Doll Yogerst. Mary Meehan Strub will forward her copy to Donna. The rest of the committee members should return the notebook to Mary.

7. Review and Update Department Documents relating to Professor Committee

a. Department of Family Development By-Laws

i. 2.07 Committee of Professors, term length advisory capacity

The term on committee is currently 2 years; other committees are 3 years. We decided by consensus to keep as a 2 year appointment. A note was made to make sure professor is spelled correctly in the document!

- b. Appendix E.1** 2 (b.) Vita process will be dropped
- c. Appendix E.2** no changes made.
- d. Appendix E.3** no changes made
- e. Appendix E. 4** no changes made
- f. Appendix G.1** no changes made
- g. Appendix G.2** no changes made

2.07 (1) F Discussion followed on recommended changes and the role of the Committee of Professors.

Marilyn Herman made a motion, Chris Kniep seconded that the Committee of Professors concurs with the recommendation that the Committee of Professors will serve in an advisory capacity to the Department Chair. Motion carried.

8. Issues related to dual-appointments

Discussion followed on colleagues that have part academic and part department appointments. After some discussion we weren't sure of the true issue. Who ensures that the person is doing faculty work? The position description needs to be current and up-to-date. The faculty member needs to know what is expected. What can we do to protect faculty appointments in the future? Further clarification is needed to discuss the issue further. Mary Meehan-Strub will check with Donna Doll-Yogerst.

9. Other business/concerns (for discussion only)

It was noted that in the future we should meet after the holidays. Meeting in mid-January seems to be better timing.

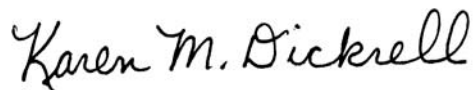
Chair Mary Meehan-Strub thanked Marilyn Herman and Joan LeFebvre for their work on taking the lead discussion with the review of the portfolio and to Chris Kniep on her work with the Department document committee.

Our next meeting will be held April 21, 2008 from 1:00 –3:00 p.m. via teleconference. Primary discussion will include the dual appointments and what can we do to protect faculty appointments in the future.

10. Adjourn

Nan Baumgartner moved and Chris Kniep seconded to adjourn. The Committee of Professors adjourned at 4:15 p.m.

Respectfully Submitted,



Karen Dickrell
Secretary