

Department of Family Development  
Committee of Professors Meeting Minutes  
Meeting conducted via teleconference  
October 18, 2009  
1:30 p.m.

1. Call to order and Verification of Open Meeting Law Compliance  
Chairperson Mary Meehan-Strub called the meeting to order at 1:30 p.m. The meeting was posted as required by the Open Meeting Law Section 19.84 of the Wisconsin State Statutes.
2. Roll Call:  
Members present include Mary Meehan-Strub, Joan LeFebvre, Marilyn Herman, Marma McIntee, Mary Gruenewald, Chris Kniep, and Karen Dickrell. Dept. Chair Donna Doll Yogerst taped the teleconference.
3. Approval of January 23, 2009 Minutes.  
Marilyn Herman moved and Chris Kniep seconded to approve the minutes of the January 23, 2009 meeting and place on file. Motion carried.
4. Elections of Officers  
  
Marilyn Herman nominated Mary Meehan Strub as Chair of the Professors Committee. Chris Kniep seconded. Joan LeFebvre moved to close nominations and cast a unanimous ballot. Mary Gruenewald second. Motion carried.  
  
Joan LeFebvre nominated Karen Dickrell as secretary and Marilyn Herman Seconded. Joan LeFebvre moved that we close the nominations and place a unanimous ballot. Mary Gruenewald seconded. Motion carried.
5. Appendix IB to IC (Portfolio Process)  
The documents have been approved by the Senate and the Board of Regents. The new guidelines will take effect with the new hires. Discussion followed; we need to clarify when the new guidelines take effect and who it affects.  
  
According to Greg Hutchins we no longer have any Vita candidates for promotion. Small changes broaden what can be submitted. From now on follow the "C" format. The current employees can choose which format they will follow.
6. Appendix II B to Appendix II C  
Document does not define what an exhibit is so, department may want to be more specific. We discussed the importance of having mentors that promote on-going support to the untenured. It was suggested that in the future the 8 pages of all documents that pass be posted on the web site. We need to be consistent in our message of our sharing creativity in the documentation. Important to discuss and dialogue, share experiences. Marilyn expressed appreciation for the side by side comparison of the documents.  
  
The Standard Rank and Promotion committee will look at the changes after the first year. Specifically E1; E2; E3.

Marma suggested we have a sub committee to study the document and make recommendations and act prior to July 1, 2010. Volunteers will be Marma McIntee and Chris Kniep will assist. Marma will take the lead.

7. Process for Submitting Promotion Materials for Professor

There has been a request that we look at the cost of submitting materials in an electronic format. CRD is accepting it; Ag is looking into it and 4-H is transitioning.

Discussion: CRD does not require the same type of documentation. It is not as detailed and the process requires a presentation.

Presently we use the hard copy, sticky notes, and notes. Can we get more information on the documentation process? Are all printer devices compatible? Is the PDF format compatible for everyone? If we do print documents then committee member covers the cost of printing for multiple people.

Recommended that for the current year we stay with the traditional format. We need to look at what other departments are doing. We are open to looking at our options. The state may need to look at defraying costs. We would need some parameters for criteria of how materials are presented.

We might want to include in our process that the documents are reviewed by professionals in other states.

To share with Donna (Dept. Chair):

- A. Currently stay as is. We'll look into what other departments do.
- B. Send on to Administration concern about resource money for production of documents.
- C. Leave to the candidate with parameters.
- D. Explore on-line web site possibilities
- E. Incorporate external reviewers.
- F. Content is the most important and critical elements.
- G. If we need to allow an allowance for printing costs, whose responsibility is it?  
We are at the level of investigation.

8. Review of Department Documents relating to Professor Committee:

- a. Appendix E.1 Due date of letter of recommendations. (why so early?)
- b. Appendix E. 2 No questions
- c. Appendix E.3 Marilyn felt it worked well last year.
  - i. I.B./I.C. to cover changes
- d. Committee of Professors Procedures

July 1, 2010 – We need to wait until the department approves the changes. 1C p. 3-4 is different p.4 1. Appendix 1B to 1C. Take Vita Out; IB becomes IC.

We would have E1, E2, E3, and E4. We need to review #6 and change the verbiage.

9. Candidates for Promotion to Professor

Candidate

Primary

Secondary

Michelle Tideman  
Faye Malek  
Kathy Metzenbauer

Marilyn Herman  
Marma McIntee  
Mary Gruenewald

Karen Dickrell  
Joan LeFebvre  
Chris Kniep

Documents should be delivered by December 1, 2009.

10. Future Meeting Dates: January 22 primary and January 29 backup date.
11. Tenure Review role of educators in fund raising. Marma will look into this and Marilyn clarified.
12. Ad Hoc "Futuring /Communications" committee. Mary Novak is our contact; we have not had any recent reports.
13. Other business/concerns (discussion only)
  - a. Joan is on the planning committee for the State Family Living meeting. They have tried to address the concerns within the parameters. Diversity is the theme. Teams are involved and there will be a variety of presentations and displays.
14. Marma moved to adjourn, seconded by Chris Kniep.

Meeting adjourned at 3:29 p.m.

Respectfully submitted,

Karen Dickrell, Secretary