



**UNIVERSITY OF WISCONSIN-EXTENSION
DEPARTMENT OF FAMILY DEVELOPMENT**

**Committee of Professors Business
Meeting Minutes -- Draft**

December 19, 2008

- 1) Call to Order and Verification of Open Meeting Law Compliance– Chairperson Mary 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 – Members present included: Nan Baumgartner, Marilyn Herman, Chris Kniep, Marma McIntee, Mary Meehan-Stub, Joan LeFebvre, Marilyn Herman and Karen Dickrell
- 3) Approval of July 14, 2008 Minutes Marilyn Herman moved and Nan Baumgartner seconded to approve the minutes of the July 14, 2008 meeting minutes. Motion carried.
- 4) Leadership Roles – Professor Summit A discussion was held regarding the future needs of our department and the role Professors might play. There is concern about limited understanding of faculty rights and responsibilities. Karen will contact Mary Novak, as she is a Professor in the Department and serves on the Family Living Futuring committee. We will ask Mary to share with the Professors any concerns and issues she hears that we might be able to address. We also discussed next steps and decided to wait and see what might happen with our Family Living program area discussions and the strategic planning process that will be shared in early 2009.
- 5) Ad Hoc “Futuring/Communications” Committee. This group was convened after our Department Meeting and the tenure workshops in August. The group has met once and discussed how to improve communication and promote quality scholarship. Several Professors serve on this committee including Mary Meehan-Strub, Chris Kniep and Karen Dickrell. We discussed relationships with the two year campuses and technical college. With tighter budgets there have been comments made that several Professors have concerns about. Marilyn Herman will share with Rick Klemme what she has heard.
- 6) Review Department Documents relating to Professor Committee
We reviewed the documents on August 15, 2007. We did make recommendations for some changes, but those were not included in the recent revisions.
 - Appendix E.1 Guidelines for Submitting Nominations for Promotion to Professor—this document was OK.
 - Appendix E.2 Portfolio Contents for Promotion to the Rank of Professor. We discussed the number of support materials. Mary Meehan-Strub will instruct Peggy of the recommended changes we had discussed so that the process for the changes can take place..
 - Appendix E.3 Vita Contents for Promotion to the Rank of Professor. This was recommended to be removed from the document. Peggy Nordgren will be advised of this.

- Appendix E.4 Promotion Materials Review Sheet for Promotion to the Rank of Professor. We discussed how the criteria needs to correlate with the revisions. We will wait until our review of documents in January 2009 and then address the proposed revisions. We will add this to the agenda for January 23, 2009.
- The Committee of Professors Procedures adapted 8/15/07 was approved with no changes at this time.

7) Candidates for Promotion to Professor

-Primary and Secondary Readers - 3 candidates

Kathy Metzenbauer	Primary: Chris Kniep	Secondary: Marma McIntee
Nancy Brooks	Primary: Marilyn Hermann	Secondary: Karen Dickrell
Lori Zierl	Primary: Joan LeFebvre	Secondary: Nan Baumgartner

Candidate Documentation and Support Materials– Letters of Recommendation, Tenured Faculty Reviews, annual Administrative Reviews

- We discussed questions that have been raised regarding annual administrative reviews; what is required such as the full SIPR or the just the Administrative input. We need fair review for all candidates that is consistent. We will review this again after we have reviewed the three documents in January 2009.
- Participation by Mentors and/or other individual(s) Motion made by Marma McIntee and Seconded by Chris Kniep that the candidate may invite their appointed mentor to be a part of the closed session review meeting. Motion passed.

8) Future meeting date(s): January 16, 2009 – 12:00-4:30 p.m. was cancelled

January 23, 2009 -- 8:15 a.m. -1:00 p.m. Review of three documents with committee discussion to follow regarding the department documents.

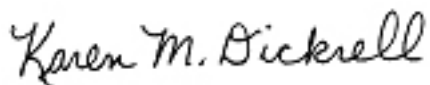
Note Change: We will start at 8:15 rather than the original 8:30 and end at 1:00 rather than 12:00 p.m. Proposed time schedule:

8:15 Start	
8:30 -9:30	Review first document
9:45-10:45	Second document
11:00 -12:00	Third document
12:00- 1:00	Other business, review department documents, appendix, etc.

9) Other business/concerns – Nothing was brought forward at this time.

10) Motion to adjourn made by Nan Baumgartner and seconded by Marma McIntee. Motion passed. Adjourned at 3:25.

Respectfully Recorded,



Karen Dickrell, Secretary