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**Department of Family Development
WisLine Meeting
December 7, 2009
1:00 am – 3:00 pm**

MINUTES

1. Call to order

Meeting was **called to order** by Donna Doll-Yogerst, Department Chair at 1:05 pm.

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 and posted November 25, 2009 as required by Open Meeting Law Section 19.84 of the Wisconsin State Statutes.

3. Additions to and Adoption of agenda

Motion by Eisch, second by Joos to adopt the amended agenda as printed. Motion carried.

4. Introductions were made by the chair, Doll-Yogerst
Parliamentarian – Kathleen Eisenmann
Welcome New Educators – no new educators

5. Roll call was taken by Nordgren.

Present

Beverlee Baker, Carol Bralich, Linda Bruce, Kristen Bruder, Mary Campbell Wood, Jackie Carattini, Jennifer Caravella, Nancy Crevier, Karen Dickrell, Donna Doll-Yogerst, Karen Ehle-Traastad, Kathleen Eisenmann, Connie Eisch, Angela Flickinger, Mary Geissler, Barbara Haynes, Marilyn Herman, Patti Herman, Kathleen Hetzel, Cynthia Jacoby, Jane Jensen, Karen Joos, Christine Kniep, Marilyn Kooiker, Joan LeFebvre, Faye Malek, Marma McIntee, Mary Meehan-Strub, Kathleen Metzenbauer, Luane Meyer, Bridget Mouchon, Susan Nagelkerk, Peggy Nordgren, Mary Novak, Peggy Olive, Linda Olson Gail Peavey, Pam Peterson, Ruth Schriefer, Molly Spaulding, Joan Sprain, Nancy Stoutenborough-Brooks, Michelle Tidemann, Lori Zierl, Teri Zuege-Halvorsen

Quorum – 45 out of 57 members present

Excused

Mary Gruenewald, Judith Knudsen, Trinke McNurlin, Cynthia Muhar, Jenny Wehmeier, Tedi Winnett

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Absent

Sue Allen, Nan Baumgartner, Beverly Doll, Edith Felts-Podoll, Marcia Jante, Julie Keown-Bomar, Jane Schaaf

Retirees present: none

Inactive present: Laurie Boyce

6. Volunteer **team to review minutes** – Doll-Yogerst thanked Jennifer Caravella, Cyndy Jacoby and Judy Knudsen for reviewing the July 27, 2009 minutes. Connie Eisch, Marilyn Herman and Faye Malek volunteered to review the minutes of this meeting.

7. Review and **approve minutes of the July 27, 2009 meeting** as distributed via e-mail.

Motion by P. Herman, second by Zierl to place the minutes on file. Motion carried.

8. **Bylaws/Appendices Revisions (Nordgren)** – Bylaws and appendices need revisions because of changes within institutional documents. The biggest changes will be relating to the Standards, Rank and Promotion Committee. After those changes are finished, there may be small changes in items related to the Professor Committee, Vice Chair Committee and others. Instead of having one documents committee, we will have all committees and individuals be responsible for their appropriate section of the bylaws and appendices. The target date for completion will be distributed to everyone after consultation with SRP and department chair.

Luanne Meyer led the discussion on changes in Appendices G1 and G2 concerning tenured faculty review.

Motion by Brooks, second by LeFebvre to return Appendices G1 and G2 to the Tenured Faculty Review Committee for further review based on department meeting discussion. Motion carried.

9. Standing Committee Reports

a. **Vice Chair Committee** Report – Lori Zierl

The Department of Family Development Vice-Chairs Committee last met via WisLine on October 22, 2009.

During a discussion on Department Web Page Updates, Linda Bruce reported that the Mentor/Mentee table had been updated and posted. Jane Schaaf reported that the corrected version of the Mentor Handbook is now on the website.

District updates were given for each district, including upcoming retirement announcements, current vacancies, counties with colleagues on medical leave, overall financial status in counties, and colleagues proceeding to SRP or FTAC in the near future. There was also discussion on how to include associate department members when addressing scholarship.

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There was discussion around recent concerns from mentors and mentees about whether Department Heads understand and support the work they do in Family Living. The group discussed possible ways to help department heads become more aware of program area value.

The Vice-Chair Committee is planning a Department-Wide Mentoring WisLine on January 26, 2010 from 2:00 to 3:30 pm. In preparing for the WisLine, input was solicited from Standard's Rank and Promotion Committee Chair Ruth Schriefer to get ideas about what the SRP Committee views as important messages to get to Department members regarding mentoring. She indicated that the questions SRP members are being asked have more to do with formatting or layout specifics and not content. They feel this is an indication that mentor teams are working. Other items discussed included creating a FAQ document; putting all 8-page documents of those who pass and obtain tenure on the website; and expectations vs. requirements in portfolios (such as cover pages for supporting documents).

The Committee will be finalizing the content of the January 26th Mentoring WisLine during their next meeting on December 18, 2009 from 9:00 – 10:30 am.

Donna Doll-Yogerst, DFD Chair has recently contacted the Vice-Chair Committee to expand the discussion about supporting Family Living Extension Associates. It was brought to her attention, by past Extension Associates, that they felt disconnected to the Department while completing their Masters degree, before requesting entrance into the Department. It has been suggested that former Associates could be recruited or volunteer to mentor our new Extension Associates. If there are any suggestions or experiences to share, please contact Lori Zierl or district Vice-Chair.

b. Standards, Rank and Promotion Committee Report – Ruth Schriefer

Members of the Standards, Rank & Promotion Committee (SRP) were involved in presenting information at the Tenure Orientation Workshops that were held in Stevens Point in July and September. Twenty-six members of the Department of Family Development participated in the sessions as probationary faculty, mentors, committee members or faculty governance representatives.

The SRP Committee has held three meetings since the last full Department WisLine. At the August 20 meeting, the committee discussed the workload for the coming promotion season. On September 11, the committee reviewed three portfolios and recommended three colleagues for promotion to Associate Professor with Tenure. Those documents were forwarded to the Dean's Office for further consideration. The committee also recommended Emeritus status for Linda Heppner.

At the November 10-11 meeting, the committee reviewed four portfolios and recommended one colleague for promotion to Associate Professor with Tenure. That portfolio has been forwarded to the Dean's Office for the February meeting of the Faculty Tenure Advisory Committee. The committee also recommended Dianne Weber for Emeritus status. The committee will review the remaining three portfolios and one candidate for Assistant Professor at the January 18 meeting.

Following the portfolio reviews, the SRP Committee will be working on bylaw and appendix revisions to align the department's documents with the revised Articles of Faculty Governance regarding portfolio

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guidelines. It is anticipated these guidelines will become effective on July 1, 2010. Until any changes are formalized, candidates for promotion should continue to use the Department of Family Development Bylaws and Appendix D as well as Articles of Faculty Governance Appendix I.B and II.B.

Kniep reminded the department that the institutional document lays the framework for promotion, but the department can add to it as long as it is consistent with the institutional document.

c. Research and Studies Committee Report –Patti Herman and Nancy Crevier-co-chairs
The Research and Studies Committee met two times since the last department meeting on July 27, 2009.

Committee members met on August 11, 2009 via WisLine for a business meeting. Co-Chair Patti Herman reported Nancy Brooks, Family Living Program Specialist is interested in partnering with the Research and Studies Committee to develop an educational series for colleagues on the topic of preparing and writing for publication. This may become a cross program area effort in the future. Committee members reviewed considerations for proposed changes to Appendix F.1. These proposed changes will include revised operating procedures and protocol for the document review process. The committee will also be reviewing Appendix F.2 in the future.

Two documents were submitted for review on November 12, 2009. Following committee review, both documents were rejected as presented to the committee.

Committee members will be establishing meeting dates and times in 2010 during the second week of February, May, August and November.

d. Tenured Faculty Review Committee Report – Luane Meyer
The Department of Family Development Tenured Faculty Review Committee met on September 21, 2009. Suggested changes on Appendices G.1 and G.2 were made and were presented at the December WisLine for the department for discussion.

Electronic submission of TFR documents will be allowed as a pilot in 2010. Following TFR in 2010, this process will be evaluated and recommendations made.

The 2010 dates for TFR are July 13, 15, 20, and 22.

The next committee meeting is scheduled for June 8, 2010.

e. Nominations Committee – Bev Doll – Spaulding stated the committee has not met since the last department meeting

Motion by M. Herman, second by Zierl to place standing committee reports on file. Motion carried.

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

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The Professor Committee met on October 18, 2009 and discussed the changes in promotion process with the revisions to Appendix I.B and I.C. A subcommittee will look at Appendices I.C. and II.C. to identify what changes are needed in Appendix E.1, E.2, and E.3. The committee also discussed the process for submitting promotion materials for the rank of Professor, reviewed department documents relating to the Professor Committee, and finalized plans for the review of candidate documents.

The Committee will meet via WisLine on January 22nd, 2010, 8:30 a.m. to review documentation for two candidates who have requested promotion to Professor. The inclement weather date for this session is January 29th at 8:30 a.m.

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 –Angela Flickinger.

Flickinger stated two districts had not collected for retirement yet. Discussion was held on whether or not to continue the boxes as remembrance since they were more expensive.

Since July, we have had one additional retirement of Dianne Weber who has since received her retirement gift box. I have received money from the Eastern District for 2010 remembrance fund. If the vice chairs could send \$5 donation per person to rebuild the fund in the Southern, Western, Central, Northern Districts and the Quad counties, that would be greatly appreciated. At this time I have no news of upcoming retirement gifts going out.

Motion by Olson, second by P. Herman to place report on file. Motion carried.

13. **Faculty Tenure Advisory Committee** - Peggy Olive/Edie Felts-Podoll

The Faculty Tenure Advisory Committee met on October 5th in Stevens Point to orient new committee members and review procedures. The committee met again on November 24 in Madison to review four portfolios, three of which were forwarded from the Department of Family Development Standards, Rank & Promotion Committee. All four documents received a positive recommendation from the committee to the Dean. The next FTAC meeting is scheduled for February 15 and 16, 2010 in Madison.

Motion by Olive to place report on file. Motion carried.

14. **Faculty Senate/University Committee Report** – Barb Haynes, Jane Jensen, ~~Kathy Hetzel~~, Chris Kniep, Connie Eisch

The UW-Extension Faculty Senate/Academic Staff Council met on September 8, 2009 at the Pyle Center.

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Christine Quinn provided an update on the budget in the absence of Chancellor David Wilson. She reported that Maria Alvarez Stroud has been appointed Special Assistant to the Provost, guiding UW-Extension's strategy for expansion of Broadband Technology throughout the state. She also provided on H1N1 policies.

Greg Hutchins, Secretary of the Faculty/Academic introduced Judy Ballweg as Executive Assistant effective 9/21. The UWEX website is currently being redesigned to make it more user friendly. He welcomes feedback.

Chris Kniep provided an update on the Faculty Tenure Orientation workshop scheduled for September 24. She reported on the ongoing discussions regarding collective bargaining.

The group discussed furloughs. Topics included: documenting impact, system approach to minimize the impact on constituencies, the need for a policy on the impact of furloughs, what have other states learned from furloughs, what's the message to legislators and encouraging people to take furlough time.

Corliss Olson did a presentation on "Collective Bargaining Legislation".

Faculty senate will be meeting jointly with the UW Colleges Senate on March 5, 2010.

Chris Kniep reported on the status of changes in UWEX Articles of Faculty Governance, which were approved by the Board of Regents on September 11, 2009.

Committees were named for the Tenure Reflection Workshop, Article 4 Implementation, Article 5 Implementation, Faculty Orientation Workshop and the Joint Meeting.

Scholarship will remain on the agenda this year in an effort to increase and broaden understanding.

Motion by Jensen to place report on file. Motion carried.

15. **Systemwide Extension Council** – Kathy Hetzel

Hetzel reported a need to appoint someone from Faculty Senate to this council. Her term is up. Doll-Yogerst will work on this.

Motion by Hetzel to place report on file. Motion carried.

16. **Strategic Change Council** – Mary Meehan-Strub

This Council is responsible for oversight and guidance for the efficient implementation of the Cooperative Extension Strategic Plan and coordinating those activities with ongoing organizational improvement efforts as they relate to scholarship, research engine, diversity, and alignment of values.

In addition to team building the Council has drafted recommendations and outcomes relating to the four strategic directions: "Building awareness about our community-based research, education, and outreach

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scholarship niche”; “Culture: Aligning values, operations, and programming”; “Structuring ourselves for success”; and “Gaining resource engine momentum.”

The Council discussed the work on the Mission, Vision and Values workgroup and spent time discussing and clarifying the meaning and implications of “social justice”.

The importance of clear two way communication is key and necessary to the decision-making that results from the implementation of the strategic plan. If any department members have comments, concerns, relating to the Strategic Plan please email, call, mail, share their concerns with any member of the Council, or me.

The Council will be meeting on December 14-15.

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

17. **Scholarship Committee Report – Nancy Brooks**

Motion by Brooks, second by Bruce to table the report until the next meeting. Motion carried.

18. **Department Chair Update – Donna Doll-Yogerst/Mary Meehan-Strub-ADC**

Mary Meehan-Strub represented the department at the last Academic Department Chair meeting.

Discussion and action at the December 7, 2009 Academic Department Chairs meeting included:

--Departments should think about ways to elevate the visibility of UWEX-CE scholarly work both inside and outside of Wisconsin.

--Tenure orientation workshops were well done this year and will continue next year.

--Promotion from Instructor to Assistant/Associate Professor: Faculty may move from Instructor to Associate Professor with tenure without holding the rank of assistant professor-probationary between these two rankings. There are no guidelines prohibiting this. Note, by doing this, they miss the pay increase that would have been allocated at the Assistant Professor ranking.

--New Faculty Ranking: New faculty can start employment at either instructor or assistant professor, providing they meet the departments’ criteria for the rank.

--A discussion and comparison review of Appendix IB/IC and IIB and IIC.

--Article IV: The University Committee will help the Secretary of Faculty determine how to implement the election of Faculty Governance Unit Chairs before March 1.

--Article V: Rationale on FTAC decisions will be in the form of a detailed written report to the Dean, the candidate and the academic dept.

--Work done prior to being on the tenure track (i.e. previous employment, work as an Extension Associate) does not count for tenure and should not be included in tenure documents.

--October 2010- All Staff Meeting will be held. Time is being reserved for departments to have face-to-face meetings at this conference. This conference will replace program area state meetings and hopefully reduce the need for separate department meetings.

--JCEP – The Academic Department Chairs committee is asking for a time for department meetings at JCEP, to allow for action on the Article I/B/C and II/B/C, with the changes to be implemented before July

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- TFR Letter to the Dean: The letter the Academic Department Chair sends to the Dean with the results of the Department TFR's will include the names of all others recommended for merit since their last TFR if they have not received merit pay. This way their names will stay in consideration whether funds were available in the year of their particular review. The Dean will inform the Academic Department Chair when a faculty member receives merit via the TFR process so their name may be removed from the annual letter.
- Retention Funds: Dollars are expected to be available in the next year. Employee must prove market discrepancy, submit their own request, and will need to include assurance of a county financial match.
- Performance Improvement Plan: Academic Department Chairs have asked that District Directors inform them when any of their department faculty have been put on a performance improvement plan, whether the person is on the plan due to work performance/scholarship issues or relationship or other local issues.
- Extension Associates: When the M.S. degree is completed there is a general understanding that there will be a pay increase. At this time, it is decided whether they enter the department as an Instructor or Assistant Professor. The Academic Department Chairs will be discussing this further as there is a difference across departments as to what level they bring new faculty in to the department at.
- Position Description Signatures: Not required. If a department wants them they may request them.
- Faculty Union Issues – Looking to the University Committee and Faculty Senate to provide leadership to department members on this topic.
- Next Meeting: The ADC's will meet February 10, 2010, via teleconference, 1:00-4:00 p.m.

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

Doll-Yogerst indicated CEAC and Academic Leadership Standing Committee have focused on budgets, local, state, and county. The strategic plan has been discussed many times. She has been monitoring the department's budget and \$10,680.17 has been spent as of December 4, 2009. Until June 30, 2010, the department has 25.7% of its budget remaining or \$3,694.83.

19. Comments from Family Living Program Director – Laurie Boyce

Boyce encouraged faculty to read the Family Living Connection for up-to-date information concerning Family Living Program Area. She also announced Marcia Jante will be retiring. She will send an email with additional information for department members, including status of open positions.

20. Website – Doll-Yogerst indicated that information has been posted on the department's web site as soon as received.

21. Announcements

--All department TERs are due to Doll-Yogerst by June 1, 2010. Send right after travel because it is tracked by committee.

22. Meeting was **adjourned** at 3:05 pm.

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Future meetings:

March 29 - 1728184# 5th Monday 1:00-3:00 pm

April 8- JCEP – Academic departments will have a 90 minute time slot for bylaw and appendices revisions - 10:30-12:30 pm

July 26 - 2542860# 4th Monday 1:00-3:00 pm

Respectfully submitted,
Peggy Nordgren, secretary
Department of Family Development

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