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**Department of Family Development  
WisLine Meeting  
March 29, 2010  
1:00 am – 3:09 pm**

***MINUTES***

**1. Call to order**

Meeting was **called to order** by Donna Doll-Yogerst, Department Chair at 1:00 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 March 19, 2010 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 Muhar to adopt the agenda as printed. Motion carried.**

**4. Introductions** were made by the chair, Doll-Yogerst  
Parliamentarian – Edie Felts-Podoll

Welcome New Educators – Missy Bablick, Assistant Professor 80%-Barron County, Erica Brewster, Assistant Professor 100%-Oneida County, Kathy Beeksma, Extension Associate FLA 50% & WNEP Coordinator 50 %-Ashland/Bayfield Counties, Julie Simek-Hegebo, Extension Associate 100%-Clark County, Jennifer Smith, Extension Associate 60%-Langlade County

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

Present

Sue Allen, Beverlee Baker, Carol Bralich, Erica Brewster, Nancy Brooks, Linda Bruce, Nancy Crevier, Karen Dickrell, Beverly Doll, Donna Doll-Yogerst, Edith Felts-Podoll, Angela Flickinger, Mary Geissler, Mary Gruenewald, Barbara Haynes, Patti Herman, Kathleen Hetzel, Cynthia Jacoby, Jane Jensen, Karen Joos, Julie Keown-Bomar, Christine Kniep, Marilyn Kooiker, Faye Malek, Marma McIntee, Mary Meehan-Strub, Kathleen Metzenbauer, Luane Meyer, Bridget Mouchon, Cynthia Muhar, Susan Nagelkerk, Peggy Nordgren, Mary Novak, Peggy Olive, Gail Peavey, Ruth Schriefer, Molly Spaulding, Joan Sprain, Jenny Wehmeier, Tedi Winnett, Lori Zierl, Teri Zuege-Halvorsen

**Quorum – 42 out of 59 members present**

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Excused

Missy Bablick, Nan Baumgartner, Jennifer Caravella, Karen Ehle-Traastad, Judith Knudsen, Joan LeFebvre, Pam Peterson, Jane Schaaf

Absent

Kristen Bruder, Mary Campbell Wood, Jackie Carattini, Kathleen Eisenmann, Connie Eisch, Marilyn Herman, Trinke McNurlin, Linda Olson, Michelle Tidemann

Retirees present: none

Inactive present: none

6. Volunteer **team to review minutes** – Doll-Yogerst thanked Connie Eisch, Marilyn Herman and Faye Malek for reviewing December 7, 2009 minutes. Patti Herman, Sue Allen and Bridget Mouchon volunteered to review the minutes of this meeting.

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

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

8. **Standing Committee Reports**

a. **Vice Chair Committee** Report – Lori Zierl - The Department of Family Development Vice-Chairs Committee last met via WisLine on March 4, 2010.

The committee spent some time discussing the Mentoring Update WisLine Web held on January 26, 2010. This WisLine will be archived. Zierl will check on posting it on the Department website. Zierl and other members of the Vice-Chair Committee received several emails thanking the Vice Chair Committee for hosting this event. Polling questions were reviewed on how often this event should take place. It was decided since this will be archived to have this every other year.

Zierl sent the committee's recommended changes to Appendix H (Mentoring Guidelines) to Peggy Nordgren for review and approval of the Department.

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

The SRP Committee has held two meetings since the last full department WisLine. At the January 18 meeting in Wausau, three portfolios were reviewed and three colleagues were recommended 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 Marcia Jante and thanked her for her service to the SRP Committee. Based on the revised Articles of Faculty Governance, the SRP Committee also approved recommendations to revise the Department bylaws and Appendix D and forward both to the Department for their consideration.

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At the March 5 WisLine meeting, the committee reviewed an abbreviated portfolio and voted to recommend the colleague for a promotion from Instructor to Assistant Professor without Tenure. The SRP Committee also approved the recommendation to revise Appendix C, making it consistent with the Articles of Faculty Governance and other Department documents. Appendix C will be presented to the Department following the approval of the bylaw and Appendix D changes. The committee thanked Marilyn Kooiker for her service to the committee.

In summary, for the fiscal year 2009-2010, the Department of Family Development Standards, Rank & Promotion Committee reviewed seven portfolios for rank change to Associate Professor with Tenure. All seven portfolios received positive recommendations to the Dean from the Faculty Tenure Advisory Committee. The committee recommended Emeritus status for three colleagues and recommended one colleague for a rank change from Instructor to Assistant Professor. The committee revised bylaws and appendices related to their work to make them consistent with the current Articles of Faculty Governance. The committee looks forward to the addition of two new committee members for the coming year.

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 in December of 2009.

Committee members met on January 29, 2010 via WisLine for a business meeting. Co-Chair Patti Herman and Nancy Brooks, Family Living Program Specialist provided an update on a proposed professional development series on Preparing and Writing for Publication. Possible “Writing for Publication” professional development topics were outlined. Four topics per year were suggested, delivered via one-hour WisLine. Program Director, Laurie Boyce, will support the cost of WisLine. The committee favored archiving them for greater accessibility. Work will continue on this series.

Committee members reviewed considerations for proposed changes to Appendix F.1 and Appendix F.2. Herman will format changes for approval at the next committee meeting.

Crevier led a discussion on the topic of how we record meeting discussion and reporting back to authors. The committee agreed that one note-taker be designated for each document reviewed. Submitters will be encouraged to tape record the meeting and take notes. Recorders will focus on major points covered in the review and will provide a summary statement for each section of Appendix F.2. Authors will receive a copy of this written review.

Committee members met on February 10, 2010 for a regularly scheduled quarterly meeting. Since there were no documents to review at this time, a business meeting was held.

Co-Chair Herman presented revised Appendixes F.1 and F.2. Both documents were approved by the committee to be forwarded to the Department for review on March 29, 2010.

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Department members submitting documents to the Research and Studies Committee for publication who are also planning to submit the same body of work to other journals for publication will be reminded to check on publication policies in advance. Some restrictions may apply.

Upcoming Research and Studies committee WisLine meetings will be held on May 12th, August 11th, and November 10<sup>th</sup> from 9:00-11:00am.

**d. Tenured Faculty Review Committee Report – Luane Meyer**

The dates for the 2010 tenured faculty reviews are July 13, 15, 20, 22. E-mail messages were sent out to those who are scheduled for a 5 year review this year or requested a 1 year extension last year. Members who have not contacted Luane Meyer about a date or an extension are asked to do so. The next committee meeting is June 8<sup>th</sup> at 1:30 PM.

**e. Nominations Committee – Bev Doll**

The Nominations committee met two times since the last Department meeting: February 10, and March 5<sup>th</sup>, 2010. The committee reviewed the list of nominations needed and potential candidates for 2010. The committee also reviewed and updated the nominations committee procedural guidelines. The ballot was completed and approved by Donna Doll-Yogerst and Mary Detra. The ballot was sent to all members electronically. One member questioned a ballot item, at that time the ballot was retracted. The nominations committee discussed the issues brought to the table, reviewed and updated the nomination candidates. After the second approval, the ballot and the previous votes were discarded and the DFD online voting was then reopened. The final date of voting will be March 31, 2010. Letters of congratulations and “thank you for running” letters will go out immediately after the election along with letters to committee chairs with names of new committee members – these will also be sent to department chair Donna Doll-Yogerst and the secretary of the faculty Greg Hutchins. Also the chair of committee will notify the Dean of the Department Chair Advisory Ballot. Next meeting dates have not been determined.

**Motion by Crevier, second by P. Herman to place standing committee reports on file. Motion carried.**

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

The Professor Committee met in January and reviewed documentation submitted by two candidates for consideration for promotion to Professor. The Committee approved recommending Faye Malek for promotion to Professor and forwarded her documentation for consideration and approval by the Dean.

The committee reviewed Department documents relating to the Professor Committee and forwarded recommended changes to Peggy Nordgren. Those recommended changes are specific to the By-Laws, Appendices E.1- 3-- incorporating I.C and II.C language. The recommendations will be discussed and voted on at the April 8<sup>th</sup> Department meeting. Discussion and questions about G.1 and G.2 were forwarded to the Tenured Faculty Review Committee.

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The committee discussed a variety of factors associated with electronic submission of promotion documents including: readability, committee expenses, using a closed website, and variances in software and hardware. No action was taken.

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

10. **Executive Committee** – Donna Doll-Yogerst  
The Executive Committee has not met. No report.

11. **Ad Hoc Committee Reports**

a. **Remembrance Report** –Angela Flickinger

Since December, the department has had the retirement of Marcia Jante who has since received her retirement gift box. For 2010, the committee has received money from the Eastern and Southern Districts and the Quad Counties. If the vice chairs could send a \$5 donation per person to rebuild the fund in the Western, Central, and Northern Districts, which would be greatly appreciated. At this time, there is no news of upcoming retirement gifts going out.

**Motion by Flickinger, second by Dickrell to place report on file. Motion carried.**

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

The Faculty Tenure Advisory Committee met on February 15 and 16 in Madison to review five portfolios, including one candidate from the Department of Family Development. All five documents received a positive recommendation from the committee to the Dean.

FTAC met again on March 16 and 17 in Wausau to review eight portfolios, three of which had been forwarded from the Department of Family Development Standards, Rank, and Promotion Committee. All eight documents were forwarded to the Dean with a positive recommendation from the committee. Other business included general discussion regarding the review process, FTAC members completing their term were acknowledged for their contributions including DFD member Edie Felts-Podoll, outgoing chair Melanie Miller was thanked for her leadership, and David Fischer was elected Committee chair for 2010-2011.

A committee WisLine will be scheduled in May or June in order to complete unfinished business with the current committee and to schedule 2010-2011 meeting dates with the newly elected representatives. A tentative date of September 9<sup>th</sup> has been set for an in-person FTAC orientation meeting in Stevens Point.

**Motion by Olive, second by Felts-Podoll to place report on file. Motion carried.**

13. **Faculty Senate/University Committee Report** – Barb Haynes, Jane Jensen, Chris Kniep, Connie Eisch

A joint meeting of the UWEX Faculty Senate and UW Colleges Senate was held on March 5<sup>th</sup>, 2010 at UW-Fond du Lac. Jane Jensen served on the planning committee for the day. The joint, morning session included a listening session led by UW System President Kevin Reilly, a panel discussion on Learning at

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a Distance and remarks by Chancellor David Wilson and Diversity Officer Stephan Gilchrist. The afternoon session was a Faculty Senate Meeting. Topics discussed at the senate included:

**Article I and II** Revisions to these documents (Article I.C and Article II.C) are being incorporated into Department Documents. Probationary faculty hired after July 1<sup>st</sup> 2010 will be required to use the C versions of these documents. Probationary faculty hired before July 1<sup>st</sup> 2010 will be able to use either B or C versions for their documents.

**Faculty Governance Unit** (FGU) information has been shared with faculty throughout the state via WisLines and e-mail. Elections are occurring at the unit level for the FGU chair. A WisLine for FGU chairs is planned for May 2010 to review the role and responsibilities of this position.

**Tenure Orientation Workshops** are scheduled for May 10<sup>th</sup> and September 14<sup>th</sup> in Stevens Point. Probationary Faculty, Mentors, STP & FTAC members are encouraged to attend. Registration material will be sent from the Secretary of the Faculty. A Workshop for SRP and FTAC members is being scheduled for August.

The Faculty Senate and University Committee continue to discuss **Furloughs** and **Collective Bargaining**. The impact of furloughs is the focus of a committee under the leadership of Provost Christine Quinn. Committee members are examining the impact on program and on staff. Discussions regarding Collective Bargaining remains focused on informing Faculty on what the legislation means and Collective Bargaining activity across the system.

The **Chancellor's Search and Screen Committee** has been appointed by President Reilly. Committee members from Cooperative Extension include Randy Knapp, Department of Ag/Ag Business; Fariba Pendleton, Department of Community Development; Demetrius Brown and Karen Nelson, Department of Youth Development; and Christine Kniep, Department of Family Development. Kniep has been asked to Chair the Committee.

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

14. **Systemwide Extension Council** – Connie Eisch – no report

15. **Strategic Change Council – Mary Meehan-Strub** - The Council for Strategic Change released the [Purpose, Vision, Values](#) in January along with an opportunity to create a communication piece illustrating how you, your office, or team *lives* our value statements. The award recipients can be found on the strategic directions website: <http://blogs.ces.uwex.edu/strategicdirections/> The Council is reaching out to help staff at all levels see their place in strategic changes within Cooperative Extension. Presentations have been given for Family Living Program faculty and staff. CEAC has been involved with activities focusing on strategic directions. The next opportunity for faculty will be at JCEP. Themes for these presentations center around two questions:  
-Using "resource engine" as a context, how are people feeling in respect to change?  
-How can we create a sustainable organization model/structure that provides stability during times of challenging support AND provides an infrastructure for future growth?

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

16. **Scholarship Committee** – Nancy Brooks – has had two meetings with colleagues and will be collaborating with Research and Studies Committee to provide opportunities to share scholarship.

17. **Approve Bylaws/Appendices Revisions** – Peggy Nordgren

**Motion by Schreifer, second by Bruce to approve revision of bylaw 2.09(2)(c). Motion carried.**

**Motion by Schriefer, second by Meehan-Strub to approve recommended changes to Appendix D. Motion carried.**

**Motion by Schriefer, second by P. Herman to accept recommended changes to Appendix C. Motion carried.**

**Motion by Zierl, second by Bruce to accept recommended changes to Appendix H. Motion carried.**

**Motion by Allen, second by P. Herman to allow secretary to make any spelling changes in appendices. Motion carried.**

**Motion by P.Herman, second by Crevier to approve recommendations to Appendix F.** Discussion on typo and changes in Appendix F1. **P.Herman withdrew her motion. Crevier withdrew her second.** Appendix F will be reviewed in committee.

**Motion by P.Herman second by Zierl to extend meeting to 3:10 pm. Motion carried.**

18. **Department Chair Update** – Donna Doll-Yogerst  
The Academic Department Chairs met February 10, 2010 via WisLine. The determination of rank at hire was discussed. It was concluded that the Academic Departments would use the description in their bylaws to determine rank, no longer indicating two ranks. The Chairs discussed transition from Appendix IB & IIB to IC & IIC targeting July 1 for all departments to update bylaws & appendices. Mary Detra shared a new format letter for tenure timelines. The letter to new colleagues with their tenure due date will be adjusted to the last scheduled meeting of the Faculty Tenure Advisory Committee before your tenure due date with the last date by which to obtain SRP Committee positive recommendation and have your portfolio submitted to the Dean's Office. The tenure timeline chart will now state the last day by which to obtain positive recommendation of SRP Committee and have portfolio submitted to the Dean's Office; November 10, January 10, or February 10 based on the situation. The next meeting is June 9<sup>th</sup>.

The Academic Leadership Standing Committee met February 11, 2010. A strategic planning dialogue discussion; New Faculty Governance Unit chairs; county web presence; standing committee reports from CASI, University Committee, Classified Staff Advisory Council, Academic Staff Council and Academic Department chairs were shared. The next meeting is June 8, 2010.

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CEAC met last week Wednesday (3-24-10) to discuss the report from the Council for Strategic Change. Leading Change: The Next Big Thing is you! focused on where we have been – guiding principles; where we are now; where are we going using engagement rubrics and how will we get there. The group reviewed draft rubrics-looking for our purpose, vision, values for assessing engagement building awareness about our community-based research, education and outreach scholarship niche; resource engine; structuring ourselves for success; and alignment. The conference planning committee reported that the conference website will open next week. There will be three breakout sessions the second day of either 1.25 or 3 hour segments. There will be more and longer breaks for networking. Thank you to all who submitted scholarship examples for the speaker the last day. The next meeting is April 29, 2010.

Human Resources committee met on March 25, 2010. The majority of the time was spent reviewing draft position descriptions template. Focus was around clearly stating what this job is, defining scholarship and scholarly work with a possible link and a new working conditions section. Qualifications: new ‘minimum’ and ‘desired’ format to streamline the applicant process. Following the meeting, Doll-Yogerst visited with Ann Keim regarding the backgrounds applicants bring. This was to help the department to determine rank at hire which will be discussed at the April 8, 2010 meeting in Green Bay.

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

19. **Comments from Family Living Program Director** – no report
20. **Announcements** – those promoted since the last face-to-face meeting will be recognized at JCEP.
21. **Quorum at April 8 meeting** – will be a WisLine teleconference unit at JCEP for the April 8 department meeting.
22. Meeting was **adjourned** at 3:09 pm.

**Future meetings:**

April 8- JCEP –11:00-12:30 pm

July 26 - 2542860# 4<sup>th</sup> Monday 1:00-3:00 pm

October 21, 2010 – All Colleagues Conference breakfast meeting

Tenure Orientation Schedule for Probationary Faculty, Mentors, SRP members, FTAC members, Department Chair, 9:00 am – 3:00 pm, Holiday Inn, Stevens Point

Monday, May 10, 2010

Tuesday, September 14, 2010

Respectfully submitted,  
Peggy Nordgren, secretary  
Department of Family Development

DFDminutes0310