



**Department of Family Development
Tenured Faculty Review Committee Meeting
Wisline Conference Call
Monday, June 20, 2011 – 10:30 am--12:00 pm**

Meeting Minutes

Call to Order

Chair Kathy Hetzel called the meeting to order at 10:30 am.

Certification of Wisconsin Open Meetings Law compliance

The chair certified the meeting agenda was posted by Mary Detra in compliance with the requirements under the Wisconsin Open Meetings Law.

Approval of agenda

No additions were requested. Motion made by Judy Knudsen, second by Luane Meyer to approve the agenda. Motion carried.

Roll Call

Present: Kathy Hetzel, Judy Knudsen, Luane Meyer and Marilyn Herman. Donna Doll-Yogerst, Department of Family Development Chair was recording the meeting.

Determine 2011 Tenure Faculty Review Schedules for July 14

Committee members received document package from Peggy Nordgren. Kathy Hetzel will double check on Cyndy Jacoby's review material. Suggested timeline for July 14 TFR meeting is 8:30 am Committee meeting; 8:45 – 10:30 Peggy Nordgren Review; 10:45 - 12:30 Cyndy Jacoby Review; 12:30 – 1:00 TFR Committee continue to meet as needed.

Kathy Hetzel reviewed evaluation comments from last year's candidates. Based on this information it was suggested that we:

- Have a committee member call the candidate to return to the call once the review committee has completed their evaluation of the candidate's document and verbal report. This will reduce the anxiety of the waiting candidate and give the committee enough time to deliberate and prepare their initial report. Judy Knudsen offered to call candidates to rejoin the call when deliberation is completed.
- Ballots get faxed to chair Hetzel following the review.
- The lead reviewer asks for questions from committee members following the candidate's summary statements. If committee members do not have additional questions, they will indicate 'they have no additional questions at this time'.

Assign Reviewers

Candidate Peggy Nordgren: 1st reader – Luane Meyer; 2nd reader – Marilyn Herman

Candidate Cyndy Jacoby: 1st reader Judy Knudsen; 2nd reader – Kathy Hetzel

Clarification on how Meritorious Recognition is Determined

Kathy Hetzel will send the information on *Consideration for Meritorious Recognition* out with the July 14th agenda to all committee members. Committee discussion reflected past practices and criteria used by this committee as well as other Departments. Kathy will contact Donna Doll-Yogerst to clarify Meritorious Recognition Criteria from the Dean's Office prior to our next meeting.

Next Wisline meeting July 14, 2011

Session will start at 8:30 am via Wisline. Kathy Hetzel will send out meeting notice to comply with Wisconsin Open Meetings Law.

Adjourn

Motion to adjourn made by Marilyn Herman, second by Judy Knudsen. Meeting adjourned at 11:00 am.

~Marilyn Herman, Secretary