

**Department of Family Development
Research and Studies Committee Meeting Minutes
August 11, 2009
Wisline Teleconference**

Committee members present: Nancy Crevier, Patti Herman, and Julie Keown-Bomar.
Excused: Mary Wood, Marilyn Kooiker and Jackie Carattini.

Patti Herman called the meeting to order at 1:02 p.m

Meeting posting was recognized and approved on 8/04/09

Minutes of July 13, 2009 meeting were placed on file for approval at next meeting.

Follow-up of Approved Paper (Molly Spaulding)—Patti Herman will contact Molly Spaulding regarding publication of her reviewed paper. In the future, the date of publication should be the date listed on the paper and the department web page hyperlink to the paper.

Proposed series on Preparing and Writing for Publication with Nancy Brooks, Family Living Programs---Patti Herman is working with Nancy Brooks to propose topics. Nancy Brooks is also working with Donna Menart from 4-H Youth Development to see if there is cross programming potential.

Development of Operating Procedures, Expectations for Review Process and Review and Update of Appendix F.1---Patti Herman emailed considerations for appendix changes (listed in bold face in the attachment) to the committee members. For the next meeting, members should come prepared with recommendations as the committee will vote on appendix changes. The procedures listed in appendix F.1 were discussed and the committee members present added and revised operating procedures and protocol changes for the review process. Patti Herman will send out the appendix revisions discussed at this meeting to the rest of the committee members.

Discussion of Appendix F.2---Committee members should bring suggestions to the next meeting concerning changes to appendix F.2. as well as thoughts about the sample review template emailed July 14, 2009 to committee members from Julie Keown-Bomar.

Rising Concerns—discussed colleagues who have demonstrated an interest in submitting a paper for the November meeting. Nancy Crevier will draft a letter for all colleagues reminding them to submit papers for consideration.

Upcoming Meetings--November 10, 2009, 1-3 p.m.

Meeting was adjourned at 1:54 p.m.

Notes submitted by Julie Keown-Bomar.