



Department of Family Development
Standard, Rank & Promotion Committee Wisline Meeting
November 13, 2007
1 - 3 P.M.
Meeting Minutes

1. **Call to Order**
Chairperson Malek called the meeting to order at 1:03 pm.
2. **Certification of Wisconsin Open Meeting Law**
Chairperson Malek reported that the meeting notice and agenda were posted in compliance with the requirements of the Wisconsin Open meeting Law, Section 19.84 of the Wisconsin State Statutes. Posted by Mary Detra on November 8, 2007 in Madison.
3. **Adoption of the agenda (additions for discussion only)**
Motion by Marilyn Kooiker to adopt the agenda as posted. Seconded by Mary Geissler. Motion carried.
4. **Roll Call - Gail Peavey**
Members present: Mary Geissler; Marcia Jante; Marilyn Kooiker; Faye Malek; Linda Olson; Sue Nagelkerk excused. Ray Schultz, Secretary of the Faculty and Academic Staff, and Mary Detra, Information Processing Consultant, were also in attendance.
5. **Approval of the Minutes from the October 24, 2007 meeting**
Motion by Mary Geissler to approve the minutes as distributed via e-mail. Marilyn Kooiker seconded. Motion carried. The approved minutes need to be sent to Mary Detra.
6. **Old Business**
 - **Review documents used by the SRP Committee for proposed revisions including, but not limited to internal documents including the "SRP Position Description" and the new "Rank and Tenure Criteria for Promotion".**
Motion by Marcia Jante to postpone discussion of "Position Description Internal Document". Linda Olson seconded. Motion carried. Gail Peavey and Ray Schultz will determine any changes and send revised copy of the document prior to the next meeting. Revisions to the "Department of Family Development Standards, Rank and Promotion Committee Internal Document Rank and Tenure Criteria for Promotions from Instructor through Professor and Emeritus Status" November 2007 will be sent to SRP members for review at the next meeting.
 - **Discuss elimination of the vita document.** Mary Detra and Ray Schultz advised SRP committee that a change could not be made because one candidate has the choice of a portfolio or vita document for promotion to associate professor.
 - **Discuss using the "recuse option" in SRP documents when it involves a possible conflict of interest.**
Discussion was postponed on the statement "A member of the Family Development Department SRP will recuse themselves from (discussion and) (decisions) (being the primary reader) (being the primary or secondary reader) concerning the promotion for a faculty member whose promotion comes before the SRP if the SRP member (is the faculty member's mentor) (is on the mentoring team for the faculty member)." Chairperson Malek will contact

Family Living Department Chair to determine status of "recuse option" and place as agenda item for next meeting.

- **Discussion of who will be representing SRP at the December 12, 2007 meeting in Stevens Point.**
Faye Malek and Linda Olson will attend the December 12, 2007 meeting at Stevens Point as spokespersons' for Department of Family Development SRP's current review process.
- **Reminder: FTAC dates are Monday, November 26 and Tuesday, November 27, 2007; Monday, February 11 and Tuesday, February 12, 2008; and Tuesday, March 25 and Wednesday, March 26, 2008. SRP members can request to sit in on an FTAC review, contact Kathy Eisenmann, FTAC Chair at kathy.eisenmann@ces.uwex.edu (920) 674-7194 -contact chair to get permission because closed meetings. SRP members noted FTAC dates.**

7. New Business

- **Elect the SRP Chair Elect**
A SRP chair elect is needed as Chairperson Malek will be unable to assume the position for a second year.
- **SRP will begin to post all meetings and Minutes on the Department website. The new Rank and Tenure Criteria for Promotion Internal Document will also be posted for two primary reasons, to be transparent in what the Committee is using as evaluation guidelines, and to use by future Committee members as an orientation to the SRP Committee.**
The "Department of Family Development Standards, Rank and Promotion Committee Internal Document Rank and Tenure Criteria for Promotions from Instructor through Professor and Emeritus Status" will be of valuable assistance for candidates preparing for promotion as well as incoming SRP members.
- **Discuss the need for future meetings**
January 25 is the next scheduled face-face meeting at Wisconsin State Patrol Headquarters in Wausau. The "Rank and Tenure Criteria for Promotions Internal Document" should be used as review for SRP members and in the future a portfolio checklist could be added to the Rank and Tenure Criteria for Promotions Internal Document in preparing for review of portfolios.

8. Other business - for discussion only

Discussion ensued regarding Department of Family Development Bylaws. Department of Family Development Standards, Rank and Promotion Committee Position Description Internal Document will reflect appropriate changes in regards to SRP procedures.

9. Orientation discussion for new members—

Department of Family Development Standards, Rank and Promotion Committee Internal Document Rank and Tenure Criteria for Promotion from Instructor through Professor and Emeritus Status and Department of Family Development Standards, Rank and Promotion Committee Position Description Internal Document will be used as orientation for new members.

10. Adjourn

Motion by Linda Olson to adjourn the meeting at 3:01 pm. Marilyn Kooiker seconded. Motion carried.

Respectfully submitted,

Gail Peavey

SRP Secretary