



Department of Family Development Research and Studies Committee
October 7, 2010 1:00-2:30 p.m.

Meeting Minutes

1. **Call to order** 1:03 pm by Chair Patti Herman
2. **Members present:** Mary Novak, Pam Peterson, Julie Keown-Bomar, Patti Herman, Sue Allen, and taping for Donna Doll-Yogerst

3. **Meeting was posted through Mary Detra**

4. **Selection of Recorder:** Sue Allen

5. **Approval of Minutes of August 13, 2010 Meeting**

Meeting minutes were emailed to authors of the paper reviewed during the last meeting. Discussion of the review process that took place at the last meeting. We agreed it is important to continue to examine and revise the review process, clearly communicate review expectations for papers, and clarify the meaning of “publishing” within DFD. A number of changes have been made over the past year or so and we will continue to explore ways to strengthen the process. We are now aligned with criteria used for scholarship in UWEX and are more aligned with what someone might experience if trying to publish in a journal – for example votes are either to “accept, accept with minor revisions, or reject.” Perhaps we could ask the question, “Has this paper been published elsewhere?,” as part of the application process.

Julie Keown-Bomar moved to approve minutes of August 13 meeting. Patti Herman seconded. Minutes approved.

6. **Review of Appendix F.1**

We reviewed the proposed revisions to Appendix F.1. The following additional revisions were added to the previously proposed revisions to F.1:

Item 3 – Change words “faculty member” to “author(s).”

Item 8 - Change to read as follows (changes underlined): “Determination of the paper’s status will be done by a majority vote, which means more than half of the total number of Committee members (not the number of people present at the meeting). If a Committee member is not able to participate in the meeting held for the purpose of review s/he can submit comments to the Committee Chair at least 24 hours prior to the review meeting to

be shared with the committee but will not have a vote. In the event of a tie vote, discussion will continue and a re-vote will be taken until such point as the tie is broken.

Item 9 – Last sentence will read as follows (changed words underlined): “The chair will be responsible for posting an electronic version of the paper on the Department of Family Development website and notifying the Department of Family Development members that the paper has been published to the website.

Under Format section, Item 4a is changed to read “teaching/learning/research method.”

Allen moved to approve the recommended revisions to Appendix F.1 and Appendix F.2 Peterson seconded. Motion carried. Patti Herman will revise the appendices and send to Peggy Nordgren today so they can be sent out to the Department.

7. Results of Writing for Publication Survey

We reviewed the survey results. The survey results suggested the following priorities, listed from highest to lowest priority:

- #1 professional practices for publishing in multiple journals
- #2 use of appropriate citations
- #3 APA writing guidelines
- #4 informal writing compared to writing for publication
- #4 sharing evaluation results in your writing
- #5 establishing the purpose of your writing
- #6 copyright issues
- #7 maintaining fidelity to original sources
- #8 accessing library resources

8. October All-Staff Extension Conference

Patti Herman and Nancy Brooks will be presenting “Taking the Terror out of Writing for Publication” workshop, including the following components:

- a. defining writing for professional publication
- b. biggest challenges participants face
- c. a moderated panel of 4 people across program areas
- d. share results of survey and plans for professional development series

9. Draft of plans for the Writing for Professional Development Series

We agreed that the draft for the Writing for Professional Development series reflects the needs from results of Writing for Publication Survey. Nancy Brooks (FL) and Patti Herman (DFD) will work on developing the series. If anyone has an interest in helping to put together or deliver the workshop series please let Patti know.

10. Discussion of what it means to “publish” on the Department website

After discussion as to what would be beneficial to Department members and be consistent with publication standards, we agreed that the use of the word “published”

when referring to a paper that is posted to the Department website may not be most advantageous to our Department members. Having a paper “posted” to the Department website encourages authors to improve professional writing skills, communicates information of interest to others, and can be used to demonstrate scholarship as defined by UWEX. If a paper passes R&S peer review, this can help to prepare authors for publication in other places. A paper posted to the Department website could be considered a “peer reviewed posted document” instead of a “peer reviewed published document.” This could benefit authors by opening up opportunities for publication of the paper outside of the Department. The R&S Committee will be sharing this discussion with others in the Department.

11. No Other Business

12. **Upcoming Meeting** – Tuesday, November 9, 9-11 a.m.

13. **Adjournment.** Pam Peterson moved to adjourn. Patti Herman adjourned the meeting at 2:15 p.m.

Respectfully submitted,
Sue Allen