



Department of Family Development Standards, Rank & Promotion Committee Meeting
January 27, 2009, 10 a.m. to 3 p.m.
Wisconsin State Patrol Office, 2805 Martin Avenue, Wausau, WI
Meeting Minutes

1. **Call to Order**

Chairperson Malek called the meeting to order at 10:05 am.

2. **Certification of Wisconsin Open Meeting Law**

Chairperson 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 Statutes. Posted by Mary Detra on January 9, 2009.

3. **Adoption of the Agenda**

Motion by Ruth Schiefer 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, Gail Peavey, Ruth Schiefer.

5. **Approval of Minutes from the November 14, 2008 meeting**

Motion by Marcia Jante to approve the minutes as distributed via e-mail. Marilyn Kooiker seconded. Motion carried.

6. **New Business**

• **Preparation for review of documents submitted for tenure**

Chairperson Faye Malek reiterated committee members are to review the two portfolios as new documents that follow criteria as outlined in the Articles of Faculty Governance and Internal Document - "Criteria for Evaluation of Rank Change." Chairperson Malek noted tenure due dates for Cynthia Muhar - March 31, 2010 and Jackie Carattini - May 14, 2010.

7. **Motion to Move into Closed Session per WI stat. 19.85 (1)(b) to consider request for promotion to an associate professor with tenure faculty member - Cynthia Muhar. (10:30 - 11:30 a.m.) Affirmative recorded roll call vote required.**

Faye Malek moved to go into closed session per WI 19.85 (1) (b) to consider request for promotion to an associate professor with tenure faculty member—Cynthia Muhar. Linda Olson seconded.

Roll call vote:

Geissler: yes
Jante: yes
Kooiker: yes
Malek: yes
Olson: yes
Peavey: yes
Schiefer: yes

Review of Cynthia Muhar document. Chairperson read the opening remarks. Marilyn Kooiker, primary reader, made a motion to recommend rank change from Assistant Professor for Cynthia Muhar. Motion seconded by Ruth Schiefer, secondary reader. Discussion reviewing the portfolio

of Cynthia Muhar was held by the committee. A vote by written ballot was taken on the motion to recommend rank change from Assistant Professor to Associate for Cynthia Muhar.

Motion to Move to Open Session per WI stat. 19.85 (2) to conduct business as detailed on duly posted agenda. Affirmative recorded roll call vote required. Announce voting results for Cynthia Muhar. Motion by Linda Olson and seconded by Mary Geissler to move into Open Session.

Roll call vote:

Geissler:	yes
Jante:	yes
Kooiker:	yes
Malek:	yes
Olson:	yes
Peavey:	yes
Schriefer:	yes

Chairperson Malek reported results of the action taken in closed session to recommend Cynthia Muhar for rank change from Assistant Professor to Associate Professor. Motion failed.

8. Lunch

9. Continued New Business

- Preparation for review of documents submitted for tenure

10. Consider request for promotion to an associate professor with tenure faculty member - Jackie Carattini, (1 p.m. - 2 p.m.)

Review of Jackie Carattini document. Chairperson Malek read the opening remarks. Marcia Jante, primary reader, made a motion to recommend rank change from Assistant Professor for Jackie Carattini. Motion seconded by Linda Olson. Discussion reviewing the portfolio for Jackie Carattini was held by the committee. SRP members suggested specific revisions meant for clarity prior to Jackie submitting the portfolio to FTAC. A vote by written ballot was taken on the motion to recommend rank change from Assistant Professor to Associate Professor for Jackie Carattini. Chairperson Malek reported results of the ballot to recommend Jackie Carattini for rank change from Assistant Professor to Associate Professor. Motion carried.

11. Old Business

- **Report on the tenure process as discussed during the December 4, 2008 Wisline**
Ad hoc committee has not set a meeting date to review the tenure and mentoring process. The purpose of the committee is to assist candidates achieve a successful portfolio and tenure experience.
- **Other business for discussion only.**
Ruth Schreifer will serve on tenure orientation subcommittee.
Future SRP dates are: May 12- wisline; September 11; November 10 with snow date November 13; and January 20 with snow date January 22. Faye Malek's last SRP meeting as chairperson will be May 12, 2009. She will send via e-mail attachments that should be included in the binders.

12. Adjourn

Marcia Jante made motion to adjourn at 3:37 pm; seconded by Marilyn Kooiker.

Respectfully submitted,

Gail Peavey