



**Department of Family Development
Standard, Rank & Promotion Committee Meeting
Meeting Minutes – Monday, January 29, 2007
12:00 PM – 5:00 PM – Spruce Room
Holiday Inn Convention Center
1001 Amber Avenue
Stevens Point, Wisconsin**

1. Call to Order

Chairperson McIntee called the meeting to order at 12:45 pm.

2. Certification of Wisconsin Open Meeting Law

Chairperson McIntee 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 January 22, 2007 in Madison and Stevens Point.

3. Adoption of the Agenda

Motion by Sue Nagelkerk to adopt the agenda as posted. Seconded by Linda Olson. Motion carried.

4. Roll Call – Gail Peavey

Members present: Mary Geissler; Faye Malek; Marma McIntee; Sue Nagelkerk; Linda Olson; Gail Peavey; Dianne Weber.

5. Approval of Minutes from December 12, 2006 Meeting

Motion by Dianne Weber to approve the minutes as distributed via e-mail. Faye Malek seconded. Motion carried.

6. New Business

• Preparation for review of documents submitted for tenure.

Chairperson McIntee discussed statement she will read to candidates advising role of the committee, procedures of nomination process and criteria as outlined in Articles of Faculty Governance. Family Development ByLaws and Appendices need to be reviewed to comply with Articles of Faculty Governance. Articles of Faculty Governance also need to be updated to include assistant professor

7. Motion to Move into Closed Session per WI Stat. 19.85 (1)(c) to consider request for promotion to assistant professor of a faculty member—Pam Peterson. (affirmative recorded roll call vote required)

Dianne Weber moved to go into closed session per WI 19.85 (1)(c) to consider request for promotion to assistant professor of a faculty member—Pam Peterson. Linda Olson seconded. Roll call vote:

Geissler: yes
Malek: yes
McIntee: yes
Nagelkerk: yes
Olson: yes
Peavey: yes
Weber: yes

Review of Pam Peterson document. Chairperson McIntee read the opening remarks. Mary Geissler, primary reader, made a motion to recommend rank change from Instructor to Assistant Professor for Pam Peterson. Motion seconded by Gail Peavey, secondary reader. Discussion reviewing the portfolio of Pam Peterson was held by the committee. A vote by written ballot was taken on the motion to recommend rank change from Instructor to Assistant Professor for Pam Peterson.

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)

Motion by Susan Nagelkerk and seconded by Linda Olson to move into Open Session. Roll call vote:

Geissler: yes
Malek: yes
McIntee: yes
Nagelkerk: yes
Olson: yes
Peavey: yes
Weber: yes

Chairperson reported results of the action taken in closed session to recommend Pam Peterson for rank change from Instructor to Assistant Professor. Motion passed.

8. Consideration of request for Tenure of a Faculty member—Jennifer Caravella—Open session requested by candidate.

Chairman McIntee read opening remarks. Dianne Weber, primary reader, made a motion to recommend rank change from Assistant Professor to Associate Professor with Tenure for Jennifer Caravella. Motion seconded by Susan Nagelkerk, secondary reader. Discussion reviewing the portfolio of Jennifer Caravella was held by the committee. A vote by written ballot was taken on the motion to recommend rank change from Assistant Professor to Associate Professor for Jennifer Caravella. Chairperson reported results of the written ballot to recommend Jennifer Caravella for rank change from Assistant Professor to Associate Professor: Motion passed.

9. Motion to Move into Closed Session per WI stat. 19.85 (1) (c) to Consider request for promotion of a faculty member—Kristen Bruder and remain in closed session per WI stat. 19.85 (1) (b) to Consider Tenure of a Faculty member—Linda Bruce.

Motion by Mary Geissler to move into closed session. Seconded by Faye Malek. Roll call vote:

Geissler: yes
Malek: yes
Nagelkerk: yes
Olson: yes
Peavey: yes
Weber: yes

Review of Kristen Bruder's document. Chairperson McIntee read the opening remarks. Faye Malek, primary reader, made a motion to recommend rank change from Instructor to Assistant Professor. Motion seconded by Marma McIntee, secondary reader. Discussion reviewing the portfolio of Kristen Bruder was held by the committee. A vote by written ballot was taken on the motion to recommend rank change from Instructor to Assistant Professor of Kristen Bruder.

Review of Linda Bruce's document. Chairperson McIntee read the opening remarks. Linda Olson, primary reader, made a motion to recommend rank change from Assistant Professor to Associate Professor with Tenure for Linda Bruce. Motion seconded by Sue Nagelkerk, secondary reader. Discussion reviewing the portfolio of Linda Bruce was held by

the committee. A vote by written ballot was taken on the motion to recommend rank change from Assistant Professor to Associate Professor for Linda Bruce.

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.) Motion by Faye Malek to move into open session. Seconded by Linda Olson. Roll call vote:

Geissler: yes
Malek: yes
Nagelkerk: yes
Olson: yes
Peavey: yes
Weber: yes

Chairperson reported results of the action taken in closed session. Both motions were passed to recommend Kristen Bruder for rank change from Instructor to Assistant Professor and to recommend Linda Bruce for rank change from Assistant Professor to Associate Professor.

- 10. Committee comments for letter to Department Chair regarding outcome of review.**
Committee had no comments for department chair.

11. Old Business

- a. Review Internal Document – Principles to Guide Portfolio Reviews—Sue Nagelkerk and Gail Peavey**
b. Review of Department of Family Development By Laws for SRP Committee

Review of Internal Document and Department of Family Development By-Laws will be conducted at a later meeting.

12. Other business – for discussion only

Next meeting will be held on February 28 with Vice Chairs Committee and Mentoring Ad Hoc Committee.

13. Adjourn.

Chair McIntee adjourned meeting at 5:55 pm.

Respectfully submitted,

Gail Peavey