




**Department of Family Development
Standard, Rank & Promotion Committee Meeting
Meeting Minutes – June 20, 2006
10:30 AM – 2:30 PM
Wausau, WI**

1. Call to Order
Chairperson McIntee called the meeting to order at 10:33 AM.
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 June 12, 2006.
3. Adoption of the Agenda
McIntee recommended a change in order of old business – Report on Faculty Tenure Workshops to be first item of discussion under old business – to facilitate discussion. Motion by Metzenbauer to adopt the agenda as modified. Seconded by Nagelkerk. Motion carried.
4. Roll Call-Nan Baumgartner
Members present: N. Baumgartner, M. McIntee, K. Metzenbauer, S. Nagelkerk, G. Peavey, and D. Weber. Additional department members present: D. Doll-Yogerst, K. Dickrell, K. Eisenmann, L. Olson and M. Geissler. McIntee specifically welcomed the new incoming SRP committee members Linda Olson, Mary Geissler and Faye Malek. Malek was unable to be in attendance.
5. Approval of Minutes from February 10, 2006 Meeting via teleconference.
Motion by Weber to approve the minutes as distributed via e-mail. Nagelkerk seconded. Motion carried.
6. Old Business
 - Report on Faculty Tenure Workshops (see attached talking points for tenure workshops)
 - Suggestions for reviewing portfolios (Discussion notes on Principles to Guide Review Process from May 3, 2002 (attachment))
7. New Business
 - Discussion regarding review of Tenure documents with Department representatives of the FTAC and Department Chair – Dickrell and Eisenmann led the discussion as FTAC reps. They distributed two documents to guide the discussion - *Tips for Faculty Writing Tenure Documents* and *Family Development: Concepts to Share*. They reminded the SRP committee that their goal is to make a recommendation to the Dean regarding the portfolio. They are not representatives of the

- department. They do not have the authority to turn a portfolio back to the SRP committee. The 8-page reflection piece continues to be a challenge to candidates. Plans and reports are important to the document in order to tell a complete story. Candidates need to report back to the Plan of Work, not just the system. There still seems to be confusion on the need for success stories and/or annual accomplishment reports. The recommendation is “do what tells the story best – what documents the impact.” Refer to the documents for additional information and clarification. Nagelkerk suggested that the SRP committee consider ways to share some of this information with mentor teams. McIntee shared that the mentor committee is being reinstated and has a goal of increasing communication between the two.
- Doll-Yogerst shared information on eligibility for rank changes - by July 1st a letter will be sent to anyone who is eligible to write for tenure, including those eligible for early tenure consideration.
 - Election of Chair-Elect of SRP for 2006-2007
 - This will be taken care of at the next meeting of the full 2006-2007 SRP committee
 - Election of Secretary of SRP for 2006-2007
 - Nominations for secretary – Nagelkerk nominated Gail Peavey. Weber seconded. Motion to nominate and elect Peavey as secretary carried.
 - Candidates for promotion in 2006-2007 – in all probability one, but someone submitting early might also be part of the 2006-2007 year.
 - Dates of meetings of FTAC
 - November 28-29, 2006
 - February 12-13, 2006
 - March 26-27, 2006
 - 2006-2007 SRP meeting dates/locations
 - September 22, 2006 – TBA (face to face if there is a portfolio to review, otherwise Wisline)
 - December 12, 2006 (with December 15, 2006 as snowdate)
 - January 29, 2007 (February 1, 2007 as snowdate)
 - Transition of SRP materials to new committee members
 - Updated committee member list with phone numbers and other pertinent information
 - The secretary book will be given to Gail Peavey. McIntee will give her book to Malek and Metzenbauer will give hers to Olson.
8. Other business – for discussion only
- Distributed internal document for review of portfolio
9. Adjourn – McIntee adjourned the meeting at 2:45 PM.

Respectfully submitted,


Nan A. Baumgartner
SRP Secretary
2005-2006