



**Department of Family Development
Standard, Rank & Promotion Committee Meeting
Meeting Minutes – Monday, June 25, 2007
11:00 AM – 4:00 PM
Holiday Inn Stevens Point Convention Center
1001 Amber Avenue – Woodland Room
Stevens Point, Wisconsin**

1. Call to Order

Chairperson McIntee called the meeting to order at 11:02 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 22, 2007 in Madison and Stevens Point.

3. Adoption of the Agenda

Donna Doll-Yogerst, Chairman of Department of Family Development, requested additional agenda item under new business: submission of portfolio.

4. Roll Call – Gail Peavey

Members present: Mary Geissler, Faye Malek, Marma McIntee, Sue Nagelkerk, Linda Olson, Gail Peavey, Dianne Weber, and Marcia Jante via wisline. Guest: Donna Doll-Yogerst, Chair of Department of Family Development.

5. Approval of Minutes from April 25, 2007 Meeting

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

6. Old Business

• **Review Internal Document—Principles to Guide Portfolio Reviews**

Sue Nagelkerk, Marma McIntee, and Gail Peavey met to review draft of “Department of Family Development Standard, Rank and Promotion Committee Internal Document—Principles to Guide Portfolio Reviews” to be used by SRP committee members; and the “Department of Family Development Standard, Rank and Promotion Committee Internal Document ‘Portfolio Requirements Checklist’” for use by candidates. Draft document of “Department of Family Development Standard, Rank and Promotion Committee Internal Document ‘Review of Portfolio for Rank Change to Associate Professor with Tenure’” for candidates was distributed. Documentation for review of mini portfolio for rank change from Instructor to Assistant Professor would also be relevant. The latest draft of Internal Document usage by SRP committee members was compiled with excerpts from on-line document “Department of Community Resource Development Portfolio Process.” Committee members Faye, Sue, and Gail will continue to work on both internal documents by viewing other departments’ Rank and Promotion Provisions and Department of Family Development Articles of Faculty Governance, Appendix I.B and Appendix II.B and report at next meeting.

• **Review of Department of Family Development By-laws for SRP Committee**

Draft document for changes to bylaws and Appendices for Department of Family Development SRP dated June 25, 2007 and Appendix B.1 Guidelines for UW-Extension

Department of Family Development Peer Review for Probationary Faculty were distributed. Mentor Ad Hoc Committee will work on documents and forward to SRP committee.

7. New Business

- **Emeritus Status for Cheryl Rew Stapleton**
Motion by Sue Nagelkerk to recommend emeritus status for Cheryl Rew Stapleton. Seconded by Dianne Weber. Motion passed.
- **Submission of Portfolio**
Motion by Sue Nagelkerk that candidates are eligible to submit their portfolio for promotion for associate professor after the fourth anniversary of their date of hire. Seconded by Mary Geissler. Motion by Sue Nagelkerk that candidates are eligible to submit their mini-portfolio for promotion for assistant professor after the second anniversary of their date of hire. Seconded by Mary Geissler.
- **Update of SRP binders**
Due to time restraints, committee will take only ten minutes for lunch to allow time for updating and organizing binders.
- **Preparation for discussion with FTAC representatives**
Dan Hill, Chair of Faculty Tenure Advisory Committee and Mary Fran Lepaska will discuss FTAC's operational procedures. An informal discussion will take place with no set agenda. The purpose of this meeting is to dialogue with FTAC on the philosophical framework of the committee.
- **Discussion regarding review of Tenure documents with Department representatives of the FTAC and Department Chair**
Question was posed to FTAC representatives Dan Hill and Mary Fran Lepaska if primary reader followed uniform review sheet forms in reviewing portfolios. The FTAC has honored institution-wide policies, but questions by SRP have been raised on clarification on these institution-wide policies. A document titled "The Faculty Tenure Advisory Committee," developed in October 2004 was distributed. In the General Background Information, Point #5 states "The review by the FTAC is not intended to be one in which the reader affirms that he or she would have also recommended that the candidate be considered for promotion and tenure but rather that the finding was reasonable given institutional rules." The FTAC is reviewing current policies and procedures to have consistency in reviewing documents and assure that institution-wide policies are honored. SRP and FTAC should meet in the fall for understanding of each committee's roles and responsibilities. Mary Fran Lepaska distributed handout "One Way to Develop an Outline for your 8 Pager," Section D. Summary of Professional Contributions and Scholarship.
- **Orientation for new SRP members**
Marilyn Kooiker received a new binder and Marcia Jante's binder will be mailed. SRP will be updating bylaws and documents as departmental committees make changes. Every member should have a copy of Ray Schultz's binder titled "Forum on Scholarship and Faculty Tenure Orientation Workshop." SRP will be updating documents in the next year.
- **Candidates for promotion in 2007-2008**
3 potential candidates for associate professor
2 potential candidates from instructor to assistant professor
- **Dates of meetings of FTAC**
Portfolios are due to Dean's office on 10/10/07, 1/10/08, and 2/10/08 prior to Faculty Tenure Advisory Committee meetings.
- **2007-2008 SRP meeting dates/locations**
SRP meeting dates are: September 26 (wisline), and face-to-face meetings in Wausau on November 13 (Snow date December 4) and January 25 (Snow date January 29).

- **Transition of SRP materials to new committee members**
Binders were distributed to members.

8. Other business—for discussion only

Next meeting will be held on September 26 via wisline.

9. Adjourn

New Chairperson Faye adjourned the meeting at 4:10.

Respectfully submitted,

Gail Peavey