



Department of Family Development  
Standards, Rank & Promotion Committee WisLine Meeting  
Thursday, August 20, 2009  
10-11:30 A.M.  
Meeting Minutes

1. **Call to Order**  
Chairperson Schriefer called the meeting to order at 10:03.
2. **Certification of Wisconsin Open Meeting Law**  
Chairperson Schriefer 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 August 4, 2009.
3. **Adoption of the agenda (additions for discussion only)**  
Motion by Caravella to adopt the agenda as posted. Seconded by Kooiker. Motion carried.
4. **Roll Call - Secretary Gail Peavey**  
Members present: Jennifer Caravella, Mary Geissler, Marcia Jante, Marilyn Kooiker, Gail Peavey, Ruth Schriefer, Michelle Tidemann
5. **Approval of minutes from the May 13, 2009 meeting**  
Motion by Caravella to approve the minutes as distributed via e-mail. Tidemann seconded. Motion carried.
6. **Old Business**
  - **Report on Tenure Orientation Workshops**  
Department of Family Development was well represented at the July 9, 2009 Faculty Tenure Orientation Workshop in Stevens Point. Articles of Faculty Governance have been revised to refine and clarify the portfolio, however, Appendix I.B and II.B will be SRP reference until further notice. The next Tenure Orientation Workshop will be on September 24, 2009 in Stevens Point.
7. **New Business**
  - **Review SRP Position Description**  
The SRP Position Description was revised in August 2008 and approved by Ray Schultz, Secretary of the Faculty and Academic Staff, University of Wisconsin-Extension. Refer to *Duties of an SRP Committee Member* for responsibilities of a SRP Committee Member.
  - **Review of Department of Family Development Bylaws & Appendix D**  
<http://www.uwex.edu/ces/flp/department/documents.cfm> and Articles of Faculty Governance.
  - <http://www.uwex.edu/secretary/policies/section8/fapp1b.pdf>  
<http://www.uwex.edu/secretary/documents/F-appendix2b.pdf> as they relate to tenure  
Department of Family Development refers process of promotion to Articles of Faculty Governance and Appendix D.3. Appendix D.3 *Portfolio Contents for Promotion to the Rank of Associate Professor* states to not use a font smaller

than 11-point and one-inch margins (top, bottom and sides). Print shall appear on only one side of each page. Additional requirements state one multi-year Plan of Work, past three annual Plans of Work and three related Accomplishment Reports/Success Stories are to be included. SRP members can also refer to *Standards, Rank, and Promotion Committee Assistant and Associate Professor Portfolio Requirement Check List* authored by Faye Malek to review a candidate's portfolio.

- **Elect SRP Secretary for 2009-2010**  
Kooiker made a motion to elect Gail Peavey as SRP Secretary for 2009-2010; Seconded by Geissler. Motion passed.
- **Elect SRP Chair-elect for 2009-2010 (becomes Chair for 2010-2011)**  
Malek served for the past two years as Chair of SRP, and Schriefer served as chair elect for 2008-2009. Committee members consider the position of chair-elect. Schriefer will revisit the position request at a future wisline.
- **Review list of candidates & dates for tenure & promotion reviews in 2009-2010**  
Candidates that are submitting this fall for promotion to the Rank of Associate Professor are: Pam Peterson, Bev Doll, and Cynthia Muhar. Mary Wood has postponed her submission and will submit at the November 11 meeting. Therefore, four documents will be submitted for promotion in November. Next review dates are: November 10 and Nov 11 if needed, January 20 and 21 if needed. If more than three portfolios are submitted, an additional day will be allocated for portfolio reviews.
- **Discuss taking, keeping, and sharing notes as an SRP Committee member**  
Internal documents and personal notes about candidates should be shredded after the review meeting.

#### **8. Other business - for discussion only**

Assignment of readers: Cynthia Muhar: primary reader - Marilyn Kooiker; secondary reader - Ruth Schriefer; Pam Peterson: primary reader - Mary Geissler; secondary reader - Michelle Tidemann; Bev Doll: primary reader - Jennifer Caravella; secondary reader - Gail Peavey.

Lori Zierl, Chair of Vice Chair Committee, requested a joint effort between SRP and Vice Chairs to plan regional wisline(s) for mentors on mentoring teams. The purpose would be to assist tenured colleagues to become better mentors. Schriefer will contact Zierl.

#### **9. Adjourn**

Motion by Kooiker to adjourn at 11:15 am; seconded by Geissler. Motion carried.

Next meeting - Friday, September 11, 2009 in Wausau at 9:00 am.

Respectfully submitted,

Gail Peavey