



Department of Family Development Standards, Rank & Promotion Committee

Date: September 3, 2011

Time: 10:00 AM

Location: Marathon County UW-Extension office
212 River Drive
Wausau, WI
Room #3

Meeting Agenda

1. Call to Order-Jennifer Caravella, Chair
2. Certification of Wisconsin Open Meeting Law
3. Adoption of the Agenda
4. Roll Call-Cynthia Muhar, Secretary
5. Review and approval of minutes from the May 24, 2011 meeting via teleconference
6. Consideration and recommendation on request for Emeritus status for Kathy Hetzel
7. Old Business
 - a. Suggested revisions to the SRP web pages on the DFD website were sent to D. Doll-Yogerst
 - b. Discussion and recommendation regarding the Tenure Process Survey Tool
8. New Business
 - a. Discussion about Department of Agriculture's letter to accept electronic tenure documents
 - b. Discussion of OneNote/MS Office 2010 suggestion made by Kathy Eisenmann
 - c. Discussion and recommendation regarding the Dept. of Family Development SRP committee's acceptance of electronic documents in a universally acceptable format with exception of providing a printed copy for SRP members who request it.
 - d. Assignment of readers for portfolio reviews for Nov. 16, 2011 meeting.
 - e. Discussion about records management and SRP personal notes
 - f. Nominations for SRP chair and secretary for 2012-2013
 - g. Sharing and discussion of Aug. 17, 2011 SRP/FTAC Scholarship Forum
 - h. Comments & suggestions for committee procedures for 2011-2012
 - i. Any other new business for discussion only
9. Adjourn

Other individuals who would like to participate in this meeting should contact Jennifer Caravella, SRP Committee Chair at 920-787-0416 at least 1 working day before the meeting. Persons with disabilities who require alternative means for communication and/or need reasonable accommodations for disabilities or

limitations should contact Mary Detra at (608) 265-9887 (the deaf or hard-of-hearing can call 711 for call relay) at least two working days prior to the event.