



**Department of Family Development
Vice Chairs Committee Meeting**

Schmeeckle Reserve, University of Wisconsin-Stevens Point

**July 29, 2009
9:30 a.m. – 3:00 p.m.**

Minutes (approved October 22, 2009)

1. Call to Order – Lori Zierl, Chair
All members were present (Zierl, Dickrell, Schaaf, Baker, Metzenbauer, and Bruce).
2. Welcome/Introductions
2. Certification of Wisconsin Open Meetings Laws
This has been complied with and Detra posted.
4. Review and Approval of minutes January 13, 2009, Linda Bruce, Secretary
Motion by Dickrell, second by Metzenbauer, to approve January 13, 2009 minutes.
Motion passed.
5. Additions to Agenda (discussion items only)
Professional development information needs to be submitted to Doll-Yogerst.
6. Correspondence
None.
7. District Updates
Comments primarily about streamlining portfolio process, such as expense and time. Personal vs. county/office expense. Encourage others to recycle binders and tabs by passing on to others. As mentor, help mentees find resources. Remind of no need to get most expensive items. Counties differ greatly in terms of audience participation numbers, money available for materials and long term evals, support staff (if any), etc. Plans of work – mentors need to do better job of checking for annual plans vs. multi-year plans. District liaisons should be also. One-page check off sheet would help mentors. New hires who are not on tenure track initially should be included on DFD lists to make sure they are not lost and are included in relevant information.
8. Mentor-Mentee Assignments Updated for the Web Page
Changes for each district discussed. Zierl to update other changes to charts listed on site. Current mentor list is duplicated, inconsistent, and out-of-date. Vice chairs committee would like to have own web page and be able to update it. Clarify that vice chairs committee role includes mentor/mentee oversight.
9. Chair –Elect selected for 2009-2010
Schaaf and Zierl terms end July 2010. Chair-elect needed for 2009-10 to prepare for when Zierl is no longer chair. Motion by Bruce, second by Baker, to elect Metzenbauer as chair-elect. Motion passed. Motion by Baker, second by Metzenbauer, to elect Bruce as recording secretary for 2009-10. Motion passed.
10. Professional Development Planning
Example of recent Youth Development materials shared. Need to identify audience (mentors and mentees, or do each separately?). Need to identify what to offer that is different from other offerings. Discussed responsibility of mentor teams and their roles.

Encourage mentees to go through trainings twice – once early on, then again when more timely. If WisLines for all mentors, program liaisons, and SRP members, include things to watch for and how tenured faculty can better support non-tenured. Using case studies would be helpful. Include a list of common questions in handbook, expectations of and for both mentors and mentees, clarify role of mentor team chair, and other basics (including relationships, communications, and how-to's). Discussed having WisLine with SRP before proceeding with this.

For May 2010? Then do annually, post, and archive.

Vice Chairs Committee – relationships, team communication, update handbook, expectations (mentors, mentees, SRP, vice-chairs, district liaisons).

SRP – nuts and bolts, tips, FAQs, what do they want to do.

Program Area – scholarship.

Fall 2009 have WisLine with SRP on proposed May WisLine. Announce at December DFD WisLine plans for early in calendar year (Jan. 2010?) for Vice Chairs Committee for handbook only? Multiple versions of handbook currently on web. Plan for possible May meeting (looking for catchy title “May Mentoring M_____”).

Planned Educational Outreach: Regional Sites will be designated. (Possibly hosted by each of the vice-chairs with possible additional sites with SRP members if they are interested.)

Propose the following format - 1 hour Wisline followed by 1 hour of local discussion followed by 1/2/ hour of Wisline and then local sites can do what they want to do for further discussion.

Concepts to cover, format and order of information to be determined:

- Mentor Handbook Reviewed
- Tenure Orientation provided by Faculty Senate/University Committee includes scholarship, bylaws, portfolio process, etc. Explain the purpose of that meeting and how often people might attend the workshop over the course of time.
- Review Department documents as it relates to tenure.
- Tips shared from the SRP committee such as lessons learned.
- Case Studies with specific questions to discuss.
- Expectations of mentors, state liaisons, how does it all fit together.
- Supporting nontenured faculty.
- Discussion points to talk about locally and then share with the entire group.
- What makes a mentoring team healthy? (ie; Resiliency Traits)
- Mentor Role – What is most critical?
- Mentee Role – What is most critical?
- New Mentors – Talk about what makes the mentor team work?
- Examples of how we share together – department members working together; learn from one another, tenured and untenured.

11. Timeline for the coming year -- set meeting dates
Upcoming WisLines (need to be confirmed)
Thursday, October 22, 2009 – 2:00 to 3:30
Friday, December 18, 2009 – 9:00 to 10:30

12. Any Other Business (for discussion only)
None.

13. Adjournment
Motion by Baker to adjourn, second by Schaaf. Adjourned at 2:45 p.m.