Department of Family Development Standards, Rank & Promotion Committee
Friday, March 5, 2010
10:00 a.m. - Noon
Via WisLine

Meeting Minutes

1. **Call to Order-Ruth Schriefer, Chair**
   Chairperson Schriefer called the meeting to order at 10:02 am.

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 February 24, 2010.

3. **Adoption of the Agenda**
   Motion by Jennifer Caravella to adopt the agenda as posted. Mary Geissler seconded. Motion carried.

4. **Roll Call-Gail Peavey**
   Members present: Jennifer Caravella, Mary Geissler, Marilyn Kooiker, Gail Peavey, Ruth Schriefer, Michelle Tidemann; Guests: Mary Gruenewald, Bridget Mouchon, Donna Doll -Yogerst taping.

5. **Approval of Minutes from the January 18, 2010 meeting**
   Motion by Michelle Tidemann to approve the minutes as distributed via e-mail. Jennifer Caravella seconded. Motion carried.

6. **Motion to move into Closed Session per WI stat. 19.85(1)(c) to consider faculty member Bridget Mouchon's request for promotion from instructor to assistant professor. Affirmative recorded roll call vote required.**
   Mary Geissler moved to go into closed session per WI stat. 19.85 (1) (b) to consider request for promotion to an assistant professor with tenure faculty member—Bridget Mouchon. Jennifer Caravella seconded.
   Roll call vote:
   Caravella: yes
   Geissler: yes
   Kooiker: yes
   Peavey yes
   Schriefer: yes

Tidemann yes

Motion carried. Review of Bridget Mouchon's document. Chairperson Schriefer read the opening remarks. Mary Geissler, primary reader, made a motion to recommend rank change from Instructor to Assistant Professor for Bridget Mouchon. Motion seconded by Jennifer Caravella, secondary reader. Discussion reviewing the portfolio of Bridget Mouchon was held by the committee. A vote by written ballot was taken and faxed to recommend rank change from Instructor to Assistant Professor for Bridget Mouchon.

7. **Motion to move into Open Session per WI stat. 19.85(2) to conduct business as detailed on duly posted agenda. Affirmative recorded roll call vote required. Announce the voting results for Bridget Mouchon.**

Motion by Mary Geissler and seconded by Jennifer Caravella to move into Open Session

Caravella: yes
Geissler: yes
Kooiker: yes
Peavey: yes
Schriefer: yes
Tidemann: yes

Motion carried. Chairperson Schriefer reported results of the action taken in closed session to recommend Bridget Mouchon from Instructor to Assistant Professor. Motion carried.

8. **Old Business For Discussion Only**

Seven portfolios and one mini portfolio were reviewed this past year. The standards of SRP documents have been consistent with Faculty Tenure Advisory Committee. Marilyn Kooiker's term ends June 30, 2010 and Linda Bruce will represent the Northern District as SRP member effective July 1, 2010.

9. **New Business**

- **Appendix C revisions**

Appendix C. 1 "Guidelines for Submitting Nominations for Promotion to Assistant Professor" and Appendix C.2 "Abbreviated Portfolio Content for Promotion to the Rank of Assistant Professor" revisions were distributed for review. Motion by Jennifer Caravella to approve the revisions as presented. Marilyn Kooiker seconded motion. Motion carried. The revisions will be presented and voted on at the March 29, 2010 Department of Family Development meeting.

9. **Adjourn**

Motion by Michelle Tidemann to adjourn at 11:32 am. Seconded by Jennifer Caravella. Motion carried. Meeting adjourned.