Department of Family Development
Research and Studies Committee Meeting Agenda
December 6, 2010, 1:30-3:00 p.m.

Meeting Minutes

1. Meeting called to order at 1:30 by Chair, Patti Herman

2. Roll Call: Sue Allen, Julie Keown-Bomar, Patti Herman, Mary Novak, Pam Peterson, Mary Wood
   Guest: Chris Kniep

3. Certification of Meeting Posting – by Mary Detra

4. Recorder – Pam Peterson

5. Approval of Minutes of November 9, 2010 Meeting with one correction noted – Motion by Mary Wood to approve. Seconded by Sue Allen. Motion passed.

6. Discussion of designation of papers on DFD website – Patti Herman reviewed email from SRP Committee Chair, Ruth Schriefer, who summarized the collective opinion of the committee that "peer-reviewed and posted" was sufficient for SRP tenure portfolio review. Ruth raised an additional question about "ownership."

   An historical perspective on Department papers was provided by Chris Kniep: papers used to be printed in hard copy and distributed to all faculty members – thus they were considered "published."

   As noted in UW-System General Administration Policy Paper #27 (http://www.uwsa.edu/fadmin/gapp/gapp27.htm): "The UW System does not assert a property interest in materials which result from the author's pursuit of traditional teaching, research, and scholarly activities." However, "peer reviewed and posted" might eliminate confusion for authors who desire to submit their work to professional journals.

7. Review draft process document – Appendix F.1 contains policies (the "absolute," framework, "must-do") vs. "tips" (suggestions) such as those that have been in print form in a Research & Studies Committee brochure in the past. Tips are suggestions committee would like an author to do but won't be held accountable for if not done. Procedures should contain those items that an author must know to submit a paper; the big picture ideas. Also noted was the format for review of a Department Paper doesn't necessarily cover all the types/categories of papers that can be submitted; could be detailed in an F.2 appendix.

Chris explained that there will be a DFD Document Review Committee that will review any suggested changes before documents go to the membership for a vote.

Patti will draft a revision of App. F.1 to pull out the tips and put them into another document. Patti will also develop a draft of a Submission Checklist. The goal of the committee will be to have the revisions ready to present to the DFD membership at the April meeting.

8. Review draft changes to Appendix F.1 – Discussion of what currently works and what needs to be tweaked within F.1 and F.2 documents. Committee will track effectiveness of these documents (especially F.2) as they are used with papers submitted throughout 2011.

   CRD and 4-H/YD review documents for publication on their departmental website differently and have a different timetable. The committee is asked to review and consider these documents for future discussion.

9. Meeting dates for 2011 – Patti will set up Wislines for the following dates: Feb 9, 9 a.m. – 11:00 a.m.; May 10, 9 a.m. – 11:00 a.m.; Aug 11, 9 a.m. – 11:00 a.m.; Nov 8, 9 a.m. – 11:00 a.m.

10. Other Business – Patti received communication from a co-author on the last paper that was submitted requesting clarification of review comments. Committee agreed to invite Nancy Brooks to participate in the discussion as needed.

    Committee also discussed identifying types of papers posted on the website so colleagues might have examples in each category. A decision was made to modify the cover page to include a place to designate the type of paper (next to the “date accepted”) which will allow us to post the documents in categories by types of paper in the future.

11. Adjourn – Pam Peterson made a motion to adjourn. Seconded by Julie Keown-Bomar. Meeting adjourned at 2:45 p.m.

Respectfully submitted,

Pam Peterson