

Draft – not yet approved

**Faculty Tenure Advisory Committee Minutes  
Monday, October 5, 2009  
Schmeekle Reserve, Stevens Point**

1. The meeting was called to order by Melanie Miller, Chair at 9:35 am.
2. Ivey volunteered to serve as Secretary.
3. Miller verified that the meeting had been posted in compliance with Wisconsin Open Meetings Laws.
4. Members introduced themselves by sharing on small major success for the last year. Edie Felts-Podoll, Peggy Olive, Corliss Olson, Ken Bradbury, Paul Ohlrogge, David Fischer, Ken Bolton, Melanie Miller, and Deb Ivey were present. Arlen Albrecht was excused.
5. Minutes will be reviewed at the November meeting.
6. The committee had a discussion of scholarship and how this impacts document reviews.
7. Committee members highlighted some of the challenges of 2008-2009 document reviews. These included:
  - Repetitive Plans of Work
  - Typographical and grammatical errors –candidates need to be reminded about the editing that is needed. This can be added to the discussion at the Faculty Tenure Workshops
  - Remind candidates that a portfolio is a professional document
  - Acronyms can be confusing.
  - A future challenge/opportunity will involve electronic submissions
8. Ivey reviewed the new faculty governance documents—IC and IIC and highlighted the changes from IB and IIB.
9. Miller reviewed the procedures to be used at the November, February and March meetings to meet legal and governance guidelines. Up to 4 documents can be reviewed in one day. Primary and Secondary readers will review the document followed by discussion and a vote. A new requirement this year asks that the committee include a letter to the Dean about the decision. It was recommended that Miller check with the Secretary of the Faculty, an attorney and/or Dan Hill regarding the ramifications of this request. It was determined that personal notes prepared for a review should be destroyed following a meeting. Miller shared a sample review sheet that committee members might consider using.
10. Reader assignments were made.

November 24, 2009

**Candidate: Pamela Peterson**

Primary: Ken Bradbury  
Secondary: Corliss Olson

**Candidate: Bev Doll**

Primary: Paul Ohlrogge  
Secondary: Ken Bolton

**Candidate: Cynthia Muhar**

Primary: David Fischer  
Secondary: Deb Ivey

**Candidate: Matt Calvert**

Primary: Edie Felts-Podoll

Secondary: Arlen Albrecht

11. Meeting Dates and Locations were discussed. The November meeting will be in Madison and will begin at 9:15 am. Locations for the February and March meetings will be determined in November.

November 24, 2009	Pyle Center, Madison
February 15, 16, 2010	Location to be determined
March 16-17, 2010	Location to be determined

12. M/m by Fisher, M/s by Ohlrogge to Adjourn. Motion carried. Adjourned at 12:10 pm

Recording Secretary, Deb Ivey