

Faculty Tenure Advisory Committee
Monday, August 20, 2012
12 noon – 4 pm
Holiday Inn Convention Center – Stevens Point
1001 Amber Avenue
Stevens Point, WI 54482
Minutes

Members Attending: Jean Berger, Mindy Habecker, Madeline Gotkowitz, David Berard, Michael Rankin, Scott Reuss, Ruth Schriefer,

1. Call to Order and Certification of Open Meeting Law Compliance – Jean Berger officially called the meeting to order at 12:20 pm and certified the compliance with Open Meeting Laws.
2. Appoint a Secretary – David Berard agreed to take notes for the day. Mindy Habecker volunteered to serve as Secretary for the committee.
3. Committee Introductions
4. Approval of Minutes from May 24, 2012 Teleconference – Motion by Schriefer, second by Reuss to approve the minutes from May 24, 2012. Motion carried.
5. Open Discussion Regarding August 24, 2012 Scholarship Forum – Discussion on the scholarship forum, Mindy, Dave, Ruth, and Madeline will be attending. Basically cite that FTAC is advisory to the Dean, and that reviewers document evidence that the portfolio meets the criteria established by faculty governance.
6. Discussion of FTAC Role/Responsibilities – Further discussion on review of materials. Several items were discussed:
 - Meeting via teleconference versus in-person (The goal is to meet in person, however circumstances may dictate a review be conducted via teleconference)
 - Clarification on documentation of work occurring before an individual was a faculty member as part of the portfolio.
 - Questions/communication (Judy Ballweg)
 - Can the letter be changed to welcome a candidate's attendance at a meeting, but not "encourage" them to attend. A candidate's attendance or non-attendance will have no bearing on the review.
 - Can we include which criteria a candidate is applying under on the agenda? (IB, IIC)
 - Is there a need for two hard copies for an electronically submitted portfolio.
7. Review Appendices IC/IB and IIC/IIB – Differences were discussed between the criteria in terms of the plans and reports, and the establishment of scholarship as a foundational element rather than an individual criteria.
8. Discussion of Scholarship – Scholarship was discussed based on the defined criteria
9. Review Process for Electronic Submissions – Electronic portfolios were reviewed last year without significant issues.
10. Review Procedures/ Reader Assignment Guidelines for 2012-2013 Sessions – Chairperson Berger will be making the reader assignments. In general, readers are not from the same program area or region.
11. Reaffirm Review Dates and Locations
November 29 (& 30 as overflow day), Wausau
February 12 (&13 as overflow day), Wausau
March 19 (& 20 as overflow day) – location to be determined
12. Adjourn

Next Meeting:

Thursday, November 29, 2012, with overflow day of November 30, 2012
Jefferson Street Inn, Wausau WI

Persons with disabilities who require alternative means for communication and/or need a reasonable accommodation for disabilities or limitations should contact Judy Ballweg at 608-890-3158