Those in attendance: Jean Berger, Ruth Schriefer, Mike Rankin, David Nack, Scott Reuss, Mindy Habecker, Kristen Bruder, Paul Ohlrogge, Madeline Gotkowitz, and Chuck Prissel

Others: Bev Baker joined the meeting for Jenny Wehmeier’s review along with all candidates joining via Wisline during their respective reviews except Don Taylor who was present in person at the meeting for his review.

Berger called the meeting to order at 10:00 a.m. and certified meeting was posted in compliance with Open Meeting Law.

Reuss moved and Rankin seconded a motion to approve the Minutes of November 29, 2012. The motion was unanimously approved.

Schriefer moved and Reuss seconded a motion to promote Ellen Andrews to associate professor with tenure in the Department of Youth Development. Discussion occurred.

The results of the paper ballot vote were announced by Berger that a 10-0 recommendation will be forwarded to promote Ellen Andrews to associate professor with tenure in the Department of Youth Development.

Prissel moved and Gotkowitz seconded a motion to promote Trisha Wagner to associate professor with tenure in the Department of Agriculture and Life Sciences. Discussion occurred.

The results of the paper ballot vote were announced by Berger that a 10-0 recommendation will be forwarded to promote Trisha Wagner to associate professor with tenure in the Department of Agriculture and Life Sciences.

Working lunch discussion:
- Note that review comments need to be addressed to the other committee members and not to the candidate. The candidate is just there to listen although a question can be asked to him/her. The review is based on the materials submitted and not responses to questions.
- Need to have better editing checks of punctuation, grammar and spelling at the Regional review team and SRP level so that it is a professionally written document when it arrives at the FTAC level. FTAC has had a few documents recently that have had quite a few errors of this sort.
- Discussed the value of the committee meeting face-to-face versus Wisline.
- Discussed that this process is a personnel issue and why some candidate’s would want to have a closed session and is driven by the candidate’s preference.
- A FTAC reviewer’s notes that he/she takes are his/her personal notes and may be destroyed after the review. Will check to see if it is recommended that notes should be destroyed.
- There were Self-initiated performance reviews placed in Jenny Wehmeier’s portfolio that was included in the document that was not submitted by the candidate. Concern that there may have been placed by someone else and don’t know who nor why they were inserted. The documents were inserted prior to the SRP review according to the candidate at the request of the Department chair. Gotkowitz moved and Habecker seconded that the FTAC
chair contact the Secretary of the Faculty to ask about and get guidance on items in portfolio documents not submitted by the candidate and inform the FTAC committee on the findings at the March meeting. The motion unanimously approved.

- We will have 3 documents for the March 19, 2013 meeting.

Rankin moved and Habecker seconded a motion to promote Jenny Wehmeier to associate professor with tenure in the Department of Family Development. Discussion occurred.

The results of the paper ballot vote were announced by Berger that a 10-0 recommendation will be forwarded to promote Jenny Wehmeier to associate professor with tenure in the Department of Family Development.

Habecker moved and Ohlrogge to go into closed session per Wis. Stats. 19.85(1) (b) to consider the recommendation to grant or denial of tenure. Roll call vote was taken. All affirmed except Reuss who voted “no” to the vote.

Ohlrogge moved and Gotkowitz seconded a motion to promote Don Taylor to associate professor with tenure in the School of Workers. Discussion occurred.

Ohlrogge moved and Prissel seconded a motion to go out of closed session per Wis. Stats. 19.85(2). Unanimously approved.

The results of the paper ballot vote were announced by Berger that a 10-0 recommendation will be forwarded to promote Don Taylor to associate professor with tenure in the School of Workers.

Nack moved and Bruder seconded a motion to promote Maria Habib to associate professor with tenure in the Department of Youth Development. Discussion occurred.

The results of the paper ballot vote were announced by Berger that a 10-0 recommendation will be forwarded to promote Maria Habib to associate professor with tenure in the Department of Youth Development.

**Final discussion items:**

- The next meeting is scheduled for Tuesday, March 19, 2013, at Jefferson Street Inn/Wausau. We will have 3 documents to review.
- Documents will be coming to reviewers by about February 19.
- David Schejbal, Dean of Continuing Education, will receive the final document from the School of Workers.

**Adjourn**

Ohlrogge moved and Gotkowitz seconded a motion to adjourn. The motion unanimously passed. The meeting adjourned at 3:10 p.m.

~minutes submitted by Mindy Habecker~