

Meeting Minutes
Forestry Executive Committee
July 22, 2008
Richardson Hall 115

Members Present: Darius Adams, Tom Adams, Roger Admiral, Barbara Bond, Steve Hobbs, Ed Jensen, Tom McLain, Claire Montgomery, Hal Salwasser

Guests: Marilyn Cherry, Misty Labahn, Penny Wright

Handout Materials Provided FEC Members (attached):

1. “Notes from Research Support Faculty Forum – Where is My Career Path? (2/20/08)” plus a follow-up forum on annual performance reviews 6/3/08 (Word file provided by Marilyn Cherry)
2. Administrative Memo 15 (draft revision 6-13-08; Word file provided by Tom McLain)
3. Administrative Memo 208 on College Committees (draft; Word file provided by Steve Hobbs)
4. Administrative Memo 3 (hard copy provided by Steve Hobbs)
5. Proposed simplification of Admin Memo 3 (hard copy provided by Steve Hobbs)

Announcements

Steve Hobbs welcomed Barbara Bond, Member-at-Large, to the FEC and acknowledged and thanked Barbara Lachenbruch for her many contributions to the College and the FEC through her service as a FEC Member-at-Large.

There was a last minute change to the meeting agenda. Information on the University’s allocation to the College’s FY09 budget was not available so discussion of essential budgets was postponed until August.

Research Support Faculty (RSF) Forum Outcomes – Marilyn Cherry

(website: <http://www.cof.orst.edu/cof/fs/RSF/index.htm>)

Marilyn presented an overview of the report on the RSF forum outcomes. She described the committee’s composition, mission and goals. The purpose of the forum was to discuss professional development opportunities, job expectations, and the annual performance review process and expectations. In a June follow-up meeting, the 2008 performance review process was discussed in more detail. Marilyn provided the FEC with a copy of the report that summarized responses and suggestions made by participants to several questions posed by the RSF Committee.

Decision

Before the 2009 (CY 2008) annual performance reviews get underway, **Department Heads** will discuss RSF annual performance reviews with faculty using the RSF report as a basis for the discussion. The intent is to raise awareness about the importance of these reviews and the need to address all the important bases.

Administrative Memo 15, Graduate Fellowships – Tom McLain

Tom McLain, representing the Fellowship Committee, presented a revised Administrative Memo 15 to the FEC for discussion and approval. As a result of College reorganization, graduate students will be nominated by their program rather than their department. Tom Adams suggested that graduate students enrolled in interdisciplinary programs be eligible for consideration. The FEC agreed with Tom's suggestion.

Decision

The FEC approved revised Administrative Memo 15 with the understanding the memo would be changed to reflect inclusion of graduate students in interdisciplinary programs as eligible for consideration. **Tom McLain** and **Tom Adams** will make the necessary revisions and get the final document to Katherine.

Administrative Memo 208, College Committees and Administrative Assignments – Steve Hobbs

Steve Hobbs provided the FEC with a draft of Administrative Memo 208, College Committees and Administrative Assignments. He made the point there are numerous committee vacancies and appointments need to be made for the fiscal year just beginning. The FEC discussed committee membership and made the following decisions.

Advising and Curriculum Committee – The point was made that with Faculty Senate responsibilities, Paul Doescher may not have time for the Committee.

Action Item: **Steve Hobbs** will talk with Paul Doescher to see if he is still interested in serving on the committee given his Faculty Senate responsibilities. **Darius** will provide Steve with suggestions for representation of the FM degree program.

Art Committee – Sandie Arbogast should be added to the committee.

CFAC – Nominations are needed for a FRA, graduate student, and an undergraduate student. These vacancies will probably not be filled until October.

Action Items: **Hal** will ask the Graduate Council for a nominee. He will also ask the Student Roundtable for a nominee to represent undergraduate students. **Hal** will also send a message out to all FRAs asking for self nominations.

Building Community Committee – A new committee chair needs to be appointed. Also, Janey Parson and Arne Skaugset are stepping down from the committee. A professorial faculty member needs to be appointed from FERM and FES. Also, other needed appointments are an undergraduate student, a classified staff member, and a graduate student. The FEC suggested Jim Johnson be approached for the chair position.

Action Items: **Tom Adams** will send Steve Hobbs the BCC meeting minutes relating to committee vacancies. **Steve Hobbs** will approach Jim Johnson about serving as BCC chair. (**Tom Adams** and **Darius Adams** should suggest a professorial faculty member from each of their departments to serve on the BCC. **Hal** should approach the Student Roundtable for an undergraduate representative and the Graduate Council for a graduate student representative. **Katherine Morris** should coordinate the election of a classified staff representative.)¹

Building Integration Committee – Roger Admiral will chair the committee.

College Promotion and Tenure Committee – Discussed as a separate agenda item.

Editorial Board – The FEC decided to eliminate this committee.

Dilworth Memorial Committee – The FEC decided to make this a FERM Department committee rather than a College committee.

Forestry Computing Committee – Committee membership remains unchanged from the previous year.

Graduate Fellowships Committee – Eric Hansen will replace Jim Funck.

Graduate Reception: -- Sarah Johnson and Kama Luukinen will be added to the committee.

Safety Committee – Mosher will no longer be on the Committee.

International Programs Advisory Committee – Committee membership needs to be confirmed.

Action Item: **Steve Hobbs** will ask Jim Johnson about committee membership.

Natural Resources Degree Committee – Ed Jensen will be added to the committee.

Recruitment and Retention Committee – Clay Torset will be added to the committee.

¹ Not discussed during the meeting; necessary post-meeting action/coordination suggested by Steve Hobbs.

Review and Appeals Committee – The purpose of this committee was not clear and the need for its existence questioned.

Action Item: (Katherine will search for background information on the committee.)¹ Hal and Steve Hobbs will decide whether to eliminate or retain it as a College committee.

Scholarship Committee – Connie Patterson will be replaced by a representative from the Forest Management Degree Program.

Action Item: Darius Adams will provide a name to Steve Hobbs.

Student Organization

FPS – Replace Gupta with D. Smith.

Xi Sigma Pi – Replace Puettmann with Law.

Action Item: Steve Hobbs and Nathalie Gitt will make sure Administrative Memo 208 is updated for FY08-09.

College Promotion and Tenure Committee – Steve Hobbs

Steve Hobbs recommended to the FEC that committee membership/representation requirements be simplified effective immediately. He proposed the following:

1. Two faculty representatives from each department.
2. One representative with an Extension off-campus appointment.
3. Members must be tenured associate or full professors with at least 0.5 FTE in the College.
4. No administrators can serve on the committee.

Decision

The FEC approved the proposal.

Action Items: Steve Hobbs will revise Administrative Memo 3. Tom Adams will coordinate an election in FES to identify two representatives to be on the committee. Jim Johnson will coordinate an election among off-campus Extension Forestry faculty to identify a representative to serve on the committee.

Reorganization Update: FERM and FES – Darius Adams and Tom Adams

Darius Adams and Tom Adams gave updates on getting the FERM and FES departments up and fully operational. There is a lot of work to do but significant progress has been made. Faculty, staff, and students are pulling together to make it all happen.

Other Items

Hal said he would like to have a FEC leadership retreat to improve College functionality, probably after the new department heads are on board. He said this should also involve the office managers. Hal also provided the Committee with an update on the Capital Campaign which is going well. He suggested the FEC should start a conversation in October about how we might want to take advantage/use funds accumulating in the Dean's Fund for Innovation and Excellence.

Meeting adjourned at 3:15 p.m.

Minutes by Nathalie Gitt