

Forestry Executive Committee Meeting Minutes
Friday, August 28, 2009
8:30 a.m. – 11:00 a.m.
Richardson Hall 313

Members Present: Roger Admiral, Darius Adams, Barbara Bond, Eric Hansen, Ed Jensen, Jim Johnson, Brenda McComb, Tom McLain, and Steve Tesch

Members Absent: Hal Salwasser

Guests: Kathy Howell

Minutes: Nathalie Gitt

FEC website: <http://www.cof.orst.edu/cof/admin/execom/index.php>

Handout Materials Provided to FEC Members

1. FEC action items tracking list 8/28/09 – Steve Tesch
2. Administrative Memo 208 Draft Revision – Steve Tesch
3. Administrative Memo 3and 3a Draft revision – Darius Adams
4. Guidelines for 5-year Review Endowed Position Draft – Tom McLain
5. Faculty Senate P&T Committee Proposed Guidelines Change – Darius Adams

Action Items Follow-up – Steve Tesch

The committee reviewed progress of the following meeting action items: Hayes Professorship, chair review, GSC permits and authorization, Blodgett Track analysis, Knudson Chair press release, P&T process review changes, graduate students space issues, Wollenberg funds. Some of these items were scheduled for discussion on today's agenda.

New Agenda Item – Darius Adams

Kathy Howell was invited to give an update on the status of the College web design and the transition to Drupal.

Update and Discussion of Provost's Recommendations to Faculty Senate FCG – Steve Tesch

The announcements regarding the Provost's recommendations to the Faculty Consultative Group (FCG) have raised concerns among faculty. In the Dean's absence, Steve wanted to provide some updates and be able to answer questions.

Paul Doescher was not able to attend the meeting today. Steve and Ed Jensen met with Paul regarding the direction of the FCG process, the timeline, and fact-finding as incorrect information was listed for number of graduates for some COF degree programs. According to Paul, the FCG process is expected to last

through the fall and into the winter. Presentation and analysis of alternatives for programs proposed for elimination or consolidation is encouraged (i.e. RRM program model). The FCG is authorized to do fact-finding but it is not mandated. Any concerns regarding the recommendations and data used to arrive at recommendations are to be directed to the FCG and to the Provost. The primary focus of the FCG is the welfare of the faculty in the broadest sense. In this case, that review includes potential organizational changes and their potential impacts on faculty welfare.

Steve met with Bill Boggess, Associate Executive Dean, College of Ag Science, yesterday. Steve's goal is to foster open conversation between colleges. Bill is currently providing the majority of the leadership in the CAS transformation process while Dean Sonny Ramaswamy has been focused on external business priorities. The College of Ag Science is moving forward with planning for their transformation process.

Steve had a telephone conversation with the Provost to gain clarity in the process for decisions about reorganization. For programs on the list for possible elimination or consolidation, the Provost's key message was to evaluate alternative approaches while identifying cost savings. The University community should tentatively expect major announcements relating to divisional structure, disposition of the College of Education, and some discussion about degrees to be made on October 8 at the first Faculty Senate meeting.

Kathy Howell provided updates on the Provost's recommendations regarding campus IT. The key issue is that there is a lack of IT governance structure on campus. She speculated that there will be 2 committees formed in the fall: governance and implementation committees. Kathy will be involved with one of these committees.

Ed reported on a brief conversation with Becky Johnson regarding programs that might move to the Bend campus and their potential funding approaches.

Action Items:

- The college needs to act quickly to identify potential alternatives for challenged programs, etc. These need to be submitted to the Provost by mid-September, with a timeline for detailed analysis of about late winter. Based on response, explore invitation for Provost to meet with FEC.
- Continue joint discussions between Ag and Forestry

Periodic Review of Endowed Faculty Positions: Proposed Process – Tom McLain

Tom McLain gave the committee a snapshot of a proposal that the Department Heads developed regarding the guidelines for the conduct of 5-year reviews of endowed position holders for appointment renewals. In the absence of regularly scheduled post tenure reviews, the new policy is designed to bring at least a modest level of accountability to these positions. The committee suggested a few edits and agreed to move ahead with the new policy.

Action Items:

Tom will make the edits and send it to Steve to review with Hal.

College Website Update – Kathy Howell

Kathy provided an update on the management of the College website in response to concerns about the pace of website updates. Irene Schoppy is responsible for the FES website. Leslie Nylin supports the FERM site, and Debbie Low supports the WSE site. Matt Viehdorfer and Charles Catino from the Forestry Computing Resources have also been working on web project but will not longer be with us in the Fall. The plan is to recruit graduate students employees who have experience with Drupal to offer support to the College during the transition. The WSE and Extension sites have transitioned to Drupal, the next site to transition will be Student Services' site which will be converted next week. The FERM and the FES sites are scheduled to be converted to Drupal by Fall. The committee discussed departments' responsibility for updating their sites' content once converted into Drupal and the process for getting some support. University Advancement is working on creating some standard web templates. This year the goal was to convert all the College sites to Drupal.

Action Items

- FERM Department requested some more back-up support to get their website up- to-date.
- Request that the COF Web Oversight Committee get a handle on what the needs and resources might be to solve current issues. Need to know what are the College priorities for web services.
- Next Oversight Committee meeting is September 16. Topic needs to be revisited at a future FEC meeting.
- Roger Admiral and Steve Tesch will meet to further discuss this issue.

Admin Memo 3 and 3a on College P&T Committee – Darius Adams

Darius distributed copies of the current College Review and Recommendation extracted from the Faculty Handbook and the April 2009 Faculty Senate Proposed Guideline Change. The document listed procedures for candidates' dossiers and instructions for college committee composition, and review process. The committee discussed the expectations for the college level committees and the concerns expressed by the 2008-09 College P&T Committee with regard to the committee's purpose and function. Committee discussed the wording of paragraph (a) and (b) on the revised Admin Memo 3 and 3a dated August 20, 2009 and raised questions about member at large representation. The supplemental memo 3a include basic direction on the content and format for the dossiers. In the developing of the revision, the supplemental P&T guidelines was merged to the main memo to form a single document.

Action Items:

Darius will revise the text in paragraph (a) and (b) as discussed to make it consistent with the University guidelines and recommendations and route for approval.

The College will keep its process as it exists now for membership.

Add instructions regarding role and responsibilities of departmental committees with goal of standardizing the process among departments..

Change the number of years in the example "Table of Set Scores" to 5 years.
Find a model dossier sample to use as part of guidelines.

Others –

College Committee Assignments

Committee reviewed the College of Forestry Committee and Administrative Assignment list for 2009-10 (Administrative Memo 208) and discussed the chair position for the Scholarship committee, the proposal to restructure the Advising Curriculum to address the issue of scheduling and enrollment planning. The committee suggested reformatting the memo for clarity.

Decision:

The committee recommended elimination of the following committees:

- College of Forestry Advisory Committee (CFAC)
- Building Community
- Forestry Administrative Support Team
- Art Committee

Action Items:

- Explore formation of a Diversity Committee?
- Ed will update Nathalie with final recommendation on the Scholarship Committee chair and Advising and Curriculum committee
- Brenda will investigate selection of a FES faculty member to join the Starker Lecture Leadership committee.
- Jim Johnson send update on the International Programs Advisory
- Department Heads will email member updates to Nathalie
- Nathalie will reformat and update the list