

**Forestry Executive Committee Meeting Minutes**  
**Friday, July 31, 2009**  
**8:30 a.m. – Noon**  
Richardson Hall 115

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

**Guests:** Paul Doescher, Kathy Howell, Rayetta Beall, and Fred Kamke

**Member Absent:** Roger Admiral

**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 7/30/31 – Steve Tesch
2. Institutional Policy and Procedures for Program Reorganization or Elimination, Faculty Senate – Paul Doescher
3. Summary of Observations and Suggestions from 2008-2009 College P&T Committee – Fred Kamke
4. Faculty Senate P&T Committee Proposed Guidelines Change – Eric Hansen

**FEC action items tracking list 7/30/31 Review**

Committee discussed the following items:

- Fernhopper Rename Contest – Committee decided to keep the current name and try to associate it with the new students so it becomes meaningful for them. Remove from the list
- GSC/ Animal/Plant research permits and authorization – Handle in timely manner at the department level (Brenda, Darius, and Tom) and invite students back for FEC follow up
- Blodgett Plan Update – No urgency yet since we are not doing any activities.
- COF Budget Retreat: Schedule budget retreat after the Provost Council Retreat and after SAF Convention (early October).
- Provisional Approval for Grant Proposal Submission New Policy – Steve and Barb will meet in August for follow-up with Research office.
- Knudson Professorship Announcement – Hal made his decision. He will make the final announcement once he has contacted the selected candidate and notified the other candidates.
- Hayes Professorship – Hal will contact HR to find out the process.

### **Budget and Organization Update – Hal Salwasser**

No new information about the budget or organization update at this point. The College is waiting for decisions from the President.

Hal is currently working on lining up the external community who supports the College's Forestry programs. Educators Day will be held in October 27. The event will gather leaders from OUS, OSU, and the industry.

Hal reported on his campaign development activities which included several Dean's dinners in Portland, Eugene, and Roseburg, and visits with individuals to identify major gifts donors for naming the college.

### **Perspectives as Faculty Senate President – Paul Doescher**

Paul was invited to share his thoughts on the process and perspectives about program reorganization or elimination due to the upcoming budget shortfalls. Paul distributed a copy of Faculty Consultative Group (FCG) guidelines which lays out process that considers impact on tenured/ tenure-track faculty and/or potential reorganization/elimination of programs across the campus. As President of the Faculty Senate, Paul will lead the Faculty Consultative process. He is also a member of the council who is crafting the policy. The Faculty Consultative Group is a standing committee of the Faculty Senate and the Provost. Paul went through the guidelines with the FEC committee members:

- Purpose: "The guidelines are designed primarily for actions that result in reduction or elimination of a tenured or tenure-track faculty member's position; however, it is recognized that a program reorganization or elimination will have broader impacts as well."
- Principles: "Primary responsibility for ensuring appropriate consultation with the faculty rests with the FCG,..."

FCG will be meeting in August with respect of the metrics and the potential lists that will come out.

The committee had informal conversations about several issues: tenured/ tenure tract elimination, the process and savings timeline, reorganization models, and RRM program. The FCG will serve as an advisory committee to the President and Provost. The President makes the final decision.

### **P&T Process Review – Fred Kamke**

Every year, the chair of the College P&T committee is invited to bring the P&T review process to closure. Rakesh Gupta was not able to attend today's meeting, so Fred Kamke represented the committee and shared the summary of observations and suggestions that the committee put together for the 2008-2009 College P&T Review.

There were eight issues that the committee identified for the FEC members' consideration. The recommendations for improving the process for next year are listed in the *Summary Observations and Suggestions from the 2008-2009 P&T Committee, July 29 Handout* distributed prior to the meeting.

**Decision:**

Ed Jensen volunteered to join the DHs to help with uniformity of the dossiers.  
Need a model dossier for candidate's guidelines

**Action Items:**

- Revise Administrative Memo 3 to clarify the charge to the committee.
- DH will get together to fine tune the supplemental memo and report back with suggestions.

**Faculty Senate P&T Committee Proposed Guidelines Change – Eric Hansen**

Eric Hansen, who is on the Faculty Senate College P&T Committee, updated FEC on proposed changes to the College level committee guidelines. The primary issue was the expected role of the College P&T committee in evaluating the dossiers.

**Action Item:**

Hal will have a conversation with Becky and Sabah about the enforcement of these changes.

**Graduate Students Space Issues – Brenda McComb**

FES graduate students met with Brenda to discuss space needs. Some students were in need of desk space for their daily use, some used their assigned desk for storage, and others needed access to a computer. The third group suggested that a certain number of machines in public labs have sign-up sheets where student could work at a machine for an extended period of time. Other machines would be available first come first serve. Since a policy such as this affect students throughout the college, Brenda asked the FEC members to provide some guidance.

**Action Item:**

DHs will talk to students and identify a person to coordinate and organize – to resolve by Fall term.

**Others – Steve Tesch****COF Committee List Updates**

Opportunity to review value and/or necessity of college committees, especially given trend towards fewer faculty in the future.

**Action Item:**

Need to populate committees for the fall.  
FEC to send recommended changes to committee list by mid August.

**Department Heads Wollenberg Funds Update**

All the DHs received information about the ground rules on how to spend the money.

**Action Item:**

Hal needs a write up from each DH on how they plan to use these funds before school starts for his report to the Wollenberg Foundation.

**Departmental Elections for COF P&T Committee Update**

**Action Item:**

Darius and Tom need to identify their representatives.

**Annual Academic Report Update**

The College part of the Annual Academic Report to the Provost is done waiting for some the university metrics and coop info. DHs were thanked for providing all their information.