Forestry Executive Committee Meeting Minutes  
Friday, April 15, 2010  
1:30 - 5:00 p.m.  
Richardson Hall 115

Meeting facilitated by Steve Tesch

List of Attendees:

Members present: Roger Admiral, Barbara Bond, Eric Hansen, Ed Jensen, Jim Johnson, Thomas Maness, Brenda McComb, Tom McLain, Steve Tesch, Hal Salwasser

Guests: Darius Adams and Clay Torset

Meeting Handouts:

1) 04-02-10 FEC Meeting Minutes – Steve Tesch  
2) 04-14-10 Action Items Tracking List – Steve Tesch  
3) NSF MRI Grant Proposal - X-ray Micro tomography System – Fred Kamke  
4) Department Annual Report Format FY 2009-10 – Steve Tesch  
5) The Harold Bowerman Leadership Award – Ed Jensen  
6) The Paul and Neva Dunn Senior Award – Ed Jensen  
7) College of Forestry Professional School Concept– Thomas Maness  
8) Curriculum and Advising Committee Meeting 4/9/10 Notes – Ed Jensen  
9) Fixed-Term Faculty Appointment Renewal and Non-Renewal Model Letters and Timeline for Completion and Distribution 4/9/10 Memo – Becky Warner  
10) College Forests Tour Brochure – Christopher Jackson  
11) Spring Fernhopper Day Poster – Nathalie Gitt

I. Approval of Minutes from Last Meeting

The meeting minutes from April 2nd were approved.

II. Review Agenda and Status of Past Action Items

• Review of Endowed Faculty Positions Proposed Process:  
  Schedule a time for Steve and Hal to discuss.

• Students Award Ceremony and Alumni Awards  
  Eric Kranzush, potential alumnus speaker for the Student Awards Ceremony, has been invited but has not responded yet. All the alumni awardees have confirmed.
III. Updates and Conversation with the Dean – Hal Salwasser

The FEC devoted this time for updates and conversation.

Provost’s Council Meeting on 4-14-10:
The Deans met with Sabah for 4 hours yesterday. The entire meeting focused on the explanation of the proposals from the ESS Division and the three colleges. Sabah is looking to have a broader campus conversation about the proposals to explore what needs to be changed and the impacts across campus beyond the colleges’ centric view. He acknowledged that there is a need for clarification on process and the use of guidelines. Hal shared his notes with FEC about the comments and questions from the Provost’s Council members about the ESS Division/three colleges’ proposals. The FEC devoted this time for discussion.

Action Items:
Hal will meet with Mark and Sonny on April 23 to review their meeting notes.
ESS Division/Colleges proposals will be covered at the next FRL AC and Board of Visitors meetings.

Faculty Burnout Discussion

Hal wanted to discuss faculty burnout with FEC, how wide and deep this problem might be and what we need to do to secure healthy workloads. FEC shared their concerns and discussed various workload allocation approaches and other possible solutions.

Action Items:
Hal asked the Department Heads to give this issue some thought and to propose some options.

IV. Department Reports and CoF Report to Provost – Steve Tesch

Caryn Davis and Steve will prepare the Provost’s Academic report. The format and scope will be the same than last year. The Departments’ reviews have been scheduled the week of July 19.

Action Items:
The Provost’s Academic Report will be due on August 1st and the Departments’ reports on July 1 in the Dean’s office.

V. Course Teaching and Scheduling Challenges – Ed Jensen and Clay Torset

Ed Jensen sought FEC’s input on offering FOR 240 only once per year and capping enrollment of FOR 111 at 100 students (and re-instituting labs). Ed distributed a copy of his notes from the 04/09/10 meeting with
the COF Curriculum and Advising Committee. The committee discussed the implications for these options.

**Decision:**
The FEC agreed that capping the enrollment to 100 was acceptable for FOR 111. FOR 240 will not be offered next fall and will be taught only once.

**Action Item**
Need to get enrollment issue resolved before May 10th.

- **Student Club Issues**

Ed Jensen and Clay updated the FEC on a change in the OSU student club advising policy. Human Resources will provide official wording to insert into faculty advisor position descriptions for liability protection.

**Action Item:**
DHs need to make faculty aware of the new policy for OSU club advising at their department faculty meetings and discuss the addition that needs to be made to their professorial job descriptions. PDs should be updated before July 1st. For more information, contact Clay Torset.

- **Undergraduate Pro School Preliminary Report – Thomas Maness**

Thomas Maness presented a preliminary proposal for a Pro School approach. The proposal describes the rational and how this approach might work in relation with the Coop Education program. The committee had some questions and discussed the pros, cons, and the challenges involved.

**Decision:**
Hal supports this approach and would like the College to move forward with the discussion.

**Action Items:**
Need to refine the concept for further discussion. Concept should be presented to the FLR AC at next meeting. Thomas will present to FRL AC and also give an update on the Coop program. Clay requested a statement that indicates that the college is moving in that direction to help inform incoming students of likely changes in the programs they would be pursuing.

- **Others:**

  - **Fixed-term Renewal Letters – Roger Admiral**
  Standard procedures for the upcoming FY - Direct questions to Roger.

  - **Bowerman & Dunn Awards and Paul and Neva Dunn Senior Award – Ed Jensen**
  Ed went over the criteria and the nomination process for the upcoming student awards. **Nominations are due April 30th**.
- **Dunn Award for Outstanding Senior**: award given to THE outstanding graduating (or graduated during the current academic year) senior in COF programs (excluding Cascades, which has their own awards). Each Department or Program submits their single most outstanding student in each degree program and the final approval is made by the COF Curriculum and Advising Committee. The students selected for the Dunn Award receive a cash award and a plaque. The nominations need to be submitted to Kira Hughes or Ed Jensen. The student curriculum advising committee will select the recipients. **The Department Heads have to be pro-active on the Dunn Award.**

- **Bowerman Leadership Award**: Given to THE senior who exhibits the highest level of leadership (especially within the College, but not exclusively). No limit on the number of nominations. Students can nominate themselves or be nominated by someone else. Selection is made by the COF Curriculum and Advising Committee. The student chosen receives a cash award and a plaque.

- **Pack Essay Awards**: This year we expanded the categories and required that the writing pieces submitted be written specifically for this competition. Selection of recipients is made by a subset of endowed professors and chairs. Recipients receive a cash prize and engraved COF pen. Note: this fund is well endowed (part of the reason we created more categories this year).

- **Kelley Axe Award**: This is an award presented by students to students. It is intended to go to a student who has worked behind the scenes, often without recognition, and typically not because of holding a particular office. The student's name is engraved on a silver axe displayed in the College.

* June 10 OFIC Meeting Carbon Discussion – Hal Salwasser/Steve Tesch
Planning a two-hour panel discussion on forests, carbon, climate, energy. Panel speakers will be Thomas Maness (lead), Mark Harmon, Gregg Latta, Dave Turner, and Brian Kernohan (Forest Capital Partners). Hal is working with Ray Wilkeson on coordinating this event.

* Matching Funds for NSF X-ray-micro-tomography System proposal
This will be a major equipment acquisition by the University Research Office. The colleges are now being asked for their pledges of matching funds. The request for matching funds from the College of Forestry’ is $25,000 match.
Decision: The Dean and FEC agreed to pledge $25,000 in matching support for this acquisition. Hal suggested that this investment might be supported by the Board of Visitors Innovation and Excellence Fund. Action Item: Discuss with members of Board of Visitors at the May 4th meeting to get approval.

• Fernhopper Day – Nathalie Gitt
Nathalie gave an update on the publicity and event coordination of the Fernhopper Day event.

• College Forests Tour – Steve Tesch
The College Forests Staff is sponsoring a tour of the College Forests for staff on May 25th from 9:00 –1:00 am in the morning. Staff is encouraged to participate. Supervisors are encouraged to support attendance at this event.

• Commencement Marshal – Steve Tesch
The COF is seeking a volunteer to serve as the undergraduate marshal for Commencement. Department Heads are requested to identify volunteers. The request came from Chris Bell. Let Steve Tesch know.

Minutes submitted by Nathalie Gitt and approved by Steve Tesch
FEC Website: http://www.cof.orst.edu/cof/admin/execom/index.php