Forestry Executive Committee Meeting Minutes
Friday, July 9, 2010
8:30 a.m. - 12:00 p.m.
Richardson Hall 115

Meeting facilitated by Steve Tesch

List of Attendees:

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

Other Attendee: Kathy Howell

Meeting Handouts:

1) 06-11-10 FEC Meeting Minutes – Steve Tesch
2) 07-08-10 Action Items Tracking List – Steve Tesch
3) Spinrad Orientation to CoF Draft Ideas – Steve Tesch
4) CoF Strategic Recruiting Team Notes from 06-04-10 – Ed Jensen
5) Competitive Grant Assistant (Pre-Award) Professional Faculty Position – Brenda McComb
6) Approved Changes to the P&T Guidelines about the “Unit” and “College” Reviews - Becky Warner
7) Administrative Memo 208 – Nathalie Gitt

Announcements

1) Schedule a visit from Bea Van Horne from PNW Station to an FEC Meeting.

2) Hal complimented the FNR Extension Faculty for the national awards they received at the 2009 ANREP Conference in Fairbanks, AK.

3) A new FEC member was introduced; Jeff McDonnell is a Faculty Member from the FERM Department and IWW Director for the University. Jeff will serve a 1-year term. Welcome Jeff!
I. Approval of Minutes from Last Meeting
Minutes from June 11 meeting were approved.

II. Review Agenda and Status of Past Action Items
No new agenda items were added. The items on the actions tracking list were reviewed.

Reports from Departments
Steve is meeting with Caryn Davis this afternoon about the preparation of the Provost’s Academic Annual Report. The plan is to move forward with last year’s report format until we get the new format from the Provost’s office. The departments’ reviews are scheduled for the week of July 19.

ACTION ITEM:
Thomas will send an updated report for the FERM Department. Brenda is waiting to get final fiscal year numbers in her report. Hal will need an update on the degree programs and marketing for enrollment growth for his annual review with Sabah (need by end of August).

Curriculum streamlining
Ed Jensen and Carry Green were charged to prepare a report on curriculum streamlining between College of Ag and Forestry. Ed reported on the process that he and Carry Green were undertaking to identify areas of discussion and opportunities for collaboration, and made a college level list of ways that the colleges could collaborate on student success and services. Ed will send his report next week.

SAF Accreditation Review Planning
ACTION ITEM:
WSE has requested a one year delay in the planned SWST accreditation review. Hal and Steve will follow-up with SAF to request the same 1-year delay for site visit and decide whether or not to ask NIFA for grad/research program reviews?

Invite Bea Van Horne, PNW Station to a Forestry Executive Committee meeting.

III. Updates and Conversation with the Dean

- Update from Board of Visitors meeting in Astoria and faculty endowment tied to Provost’s Faculty Match Program
Hal shared his conversation with Larry Giustina about participating in the Provost’s matching program to bring the Giustina professorship to the full chair level. Larry expressed an interest and will get back to us with a decision after consulting with his family.

- **Response to SABRRC update from the April COF recommendations**
  Sabah met individually with each of the Dean. The College received instructions to stay with the plan that had been submitted. There will not be any name changes of colleges or departments. Hal will need to brief Sabah on the College’s degree programs.

- **Budget update**
  Brian Meara, new director of OSU Budget and Fiscal Planning, sent the 2011 Education and General Fund initial budget summary to the Provost’s Council. There were issues that seemed to be a disparity: the difference in funding for facilities and maintenance between SWPS and ETIC and the allocation of E&G based on the number of students and degrees for Forestry, Ag, and COAS. Hal will seek for some explanations for the disparate treatment.

- **Faculty Investment Initiative - ESS Division final positions proposals update**
  The final ESS positions proposals were submitted last Friday to Sabah for final decision. The proposals were slightly different from the initial submission due to further discussions with the other Division’s Executive Deans and with some faculty. Hal explained the changes that the three Deans made to the top group of positions. The committee discussed the extension positions proposals and funding. We expect a decision and set of instructions on search process from Sabah sometime in mid July.
  **ACTION ITEM:**
  Have the Harvesting Specialist position description ready in case Sabah needs it.

- **OAC/OSU Task Force**
  Hal gave an update about his involvement with the OAC/OSU Task Force on Extension Service local operations that he is co-chairing with Benton County Commissioner Linda Modrell. This jointly appointed task force consists of people from OSU and AOC who will formulate recommendations that increase the resource base and additional efficiencies of statewide distribution of administrative and programmatic resources. One of the goals of this joint
task force is to consider alternative local funding models to sustain an optimum mix of local funds with university provided federal and state resources. The Task Force draft recommendations will be circulated in September and final recommendations to Scott Reed will be due on November 1st.

IV. Planning for Spinrad Briefing on CoF/FRL Research Program – Steve Tesch

There is an opportunity to give an orientation to Rick Spinrad, new Research Vice President, on July 22nd. We are looking at a tour of the CoF facilities and a demonstration of the breadth and depth of CoF research programs and sources of funding. Committee discussed how best to balance a two hour meeting and preparation for Rick’s first visit.

ACTION ITEMS:
Hal will spent some time next week to prepare an agenda that he will send to FEC for feedback. FEC members will save this date on their calendar.

V. Lessons Learned at Harvard Leadership Training – Thomas Maness

The two-week Institute for Management, Leadership, and Education was put on by the Graduate School of Education at Harvard. The training was about strategy and financing of universities/college enterprise. Topics covered were: personal leadership, service aspect, university financing linked to strategies, frames and how issues are related to frames, enrollment management and target. The lessons learned is that if we have a vision, and a strategy/set of priorities for where we want the institution to go, then one can identify the tools necessary to get there. There is no formula.

ACTION ITEMS:
Consider having all the Department Heads attend the training as a group. Let the NAUFRP Deans know about this training.

VI. College Strategic Recruiting – Ed Jensen

The FEC members had a series of discussion about recruiting and growth. CoF invested $30,000 to develop some marketing materials for WSE new degree program, $30,000 for out of state recruiting, $50,000 in FERM so they can advance their Coop. education objectives. The FEC discussed how the College can best employ these resources. Ed had met with the strategic recruiting team (Clay Torset, Department Heads, George Swanson, and Ed Jensen) and brought some issues to FEC for discussion: 1) the importance of growing enrollment, 2) where the money will come from for a substantially enhanced recruiting effort,
3) where the money will come to serve more students, 4) who in the College will lead this greatly expanded effort. The Committee discussed the current forces driving the need for recruiting, issues related to growth, College goals, and foundational elements and tactics.

**ACTION ITEMS:**
FEC need more time to discuss this topic. This item will be put back on the next FEC meeting agenda (1 hour). The department heads and Hal will meet one hour next Thursday to discuss how to pursue how to frame approaching this issue and get more structure for the next FEC discussion.

**VII. Policy Discussion – Becky Warner**
A few months ago, after the College had finished its p&t process, our College Committee provided FEC some feedback on how they perceived the annual process went. The result was questions about the flexibility around OSU guidelines for student input (trying to get a committee vs. individual input) and about the role of the College Committee (currently College Committee provides input but not recommendations). So the FEC Committee invited Becky Warner to provide answers to these questions and to talk about research incentives and overload compensation.

Becky explained that the College Committee needs to follow the guidelines to provide an independent voice of evaluation of the candidate. Becky brought some copies of the most recently approved changes to the p&t guidelines about the “unit” review, as well as the changes to the “college” review that was approved last year but not enforced. The role of the College Committee is also to ensure that the dossiers are carefully constructed. The University Committee would like to see the College provide an evaluation and a vote on the candidates. (Need independent evaluation from Department, Department Head, College Committee, & Dean). Becky explained that there are different sets of expectations between the Departments and the College. Committee wanted to know if there were any uniform metrics in place to measure success and distinction. The Committee discussed student input. Becky gave some insight on how the University looks at student input. The most useful student input is when a group of students (a dozen) take the time to write the letters and that they represent a wide spectrum, and that those are then summarized by an independent student. Another issue was how to evaluate faculty productivity associated with differential FTE in PDs. Becky indicated that people should be reviewed based on their PD! COF has an administrative memo that provides FTE guidelines based on the number of credit hour and structure of the course.
Becky gave some insight on the overload policy and noted input on concerns and ideas for incentives.

**ACTION ITEMS:**
Admin Memo 3-3A needs to be revised to clarify expectations of College P&T Committee to follow the OSU guidelines requiring an independent evaluation, with recorded vote, of the candidate.

The draft overload policy document language should be revised, with the hope that it does not act as a disincentive to research productivity. Don’t focus it more narrowly on limitations than necessary. Becky will contact Post-Award to ask for input on allowable overload compensation on grants.

**VIII. Pre-award Grant Specialist Conversation, Cont. – Brenda McComb/Roger Admiral**
Brenda McComb shared a draft position description for a competitive grant pre-award professional faculty. The committee discussed how the priorities of the work will be assigned. This person will work closely with Jeffrie Husband and will report to Steve Tesch. The committee discussed what metrics will be used to evaluate the success of the position.

**DECISION:**
Hal is in support of this new position. The goal is to encourage faculty to work on restructuring FTE to encourage reduced FTE in exchange for a higher base salary. We will need to find ways to focus on full indirect cost recovery and on incentive for faculty to put a portion of their FTE on grants.

**ACTION ITEMS:**
Hal has asked that if FEC has any objections to move forward to notify him by Monday cob. Job description needs to be more inclusive about who this service is available to, not just FES.

**IX. Others:**

- **Student Services Office Student Advisory Council – Ed Jensen**
  Kira Hughes established an advisory group to the Student Services Office, to help her/us figure out how to serve students better. It's a volunteer group--not elected--and not intended to be representative of the entire student population. So, it has no official status and it's not really intended to provide the kind of wide-ranging feedback that it did. They made a number of good suggestions--some were for Student Services, but some had wider departmental/college implications, so Ed circulated them to FEC for feedback.
No action was required.

- CoF College Committees and Administrative Assignments Update – Nathalie Gitt
  The 2010-11 College committees and administrative assignments will need to be updated. A copy of Admin. Memo 208 was distributed at the meeting.
  ACTION ITEM:
  Department Heads will send their updates to Nathalie by August 9.

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