

## College of Forestry Executive Committee Bi-Weekly Meeting

Friday, May 31, 2013

8:00 a.m. – 9:45 a.m.

Richardson Hall 115

### MEETING NOTES

---

Attending: Jo Albers, John Bliss, Eric Hansen, Zak Hansen, Kathy Howell, Geoff Huntington, Jim Johnson, Claire Montgomery, Robin Rose, Randy Rosenberger, Steve Tesch

Absent: Roger Admiral, Laurie Schimleck, Thomas Maness

Guests: Steve Pilkerton, Dave Hibbs, Joe Hulbert, Hailey Buckingham

Notes from Nathalie Gitt

#### **1) Agenda Review and Suggestions for Additional Items – Geoff Huntington**

Additional agenda items requested were:

- **Revision of the SAF Add**

Randy Rosenberger took a stab at developing a new SAF add. He distributed a copy of the draft at the meeting and went over the primary changes that he made.

- **College Forest Graduate Research Assistant Update**

Steve Pilkerton and John Bliss will follow-up on the development of an RFP and a protocol for the assistantship process. FEC discussed the coordination role of the CoF Research Office for these projects. The RFP will go out to the faculty by the end of January.

**Follow-up Action Item:** *John Bliss will report back to the FEC.*

- **FERM Announcements**

Claire Montgomery gave an update on the schedule for the upcoming interviews for the Forest hydrologist position search and the Plum Creek post-doc posting.

#### **2) Alumni Fellows Award Call for Nominations**

Jim Johnson discussed with the FEC the process for collecting nominations from faculty to insure that the June 14 deadline will be met for submission of a nomination.

Department Heads will send a call to their faculty for input.

FEC suggested Martin Goebel with Sustainable Northwest and Kent Connaughton, Region 6, US Forest Service.

**Follow-up Action Items:** *Department Heads will send a call for nominations to their faculty. Nominations should be sent to Nathalie Gitt by Monday, June 3 CoB, to establish a list to present to Thomas on Tuesday for a decision.*

### 3) Annual Academic Report to the Provost

Nathalie Gitt distributed a copy of the outline for the 2012-13 College of Forestry annual academic report to the Provost and went over the format for this year's report. The FEC had some questions about what was needed in this report from their full blown annual departmental reports. Department Heads asked for some follow-up discussion with Thomas about a process to streamline the gathering of information that's needed to go in this report. The FEC discussed whether or not these reports should be separated or handled a different way. The FEC discussed a need for the College to improve its tracking system for academic data. Kathy Howell is scheduled to do a featured topic that will address "Administrative Dashboard Business Intelligence" on July 14. The FEC will gather feedback on what is needed to be prepared for this topic discussion.

**Follow-up Action Items:** *Geoff Huntington will confer with Thomas Maness on the process, content, and format of these reports. Geoff will report back. Kathy Howell will forward a draft dashboard document to the FEC for feedback.*

### 4) FEC Meetings – Building on Our Progress

Geoff Huntington led a conversation assessing the effectiveness of FEC meetings generally, and opportunities for improving both process and content in the future.

#### **Summary of group discussion of three questions:**

1. *Why is FEC important to the College, and to participating members?*
  - FEC acts as a sounding board from what is heard in the College and is a mini faculty senate for information dissemination and get a feel for what the leadership team is thinking.
  - Members at large represent the opinions from their department's faculty to the administration and help fill the gaps. There is a need for something in between, i.e. sharing faculty's experience.
2. *What are the essential and desirable functions that FEC should be performing even if it may not be today?*
  - Need time to talk thru topics well; Perception that the decision are made without reaching out to faculty; FEC's function is a decision making body, who advises the Dean and needs to be transparent. Decisions from FEC need to be mandated.
  - Direct communication with the Grad Students Council helps the grad students to be connected with the College. The FEC meetings are a venue to mesh grad students' efforts.
  - There has been some confusion between confidential topics and open discussion. Confidential matters are to be moved to Executive sessions. More transparency and openness on budget and personnel issues. There is a perception that most decisions are made outside.

- FEC's function is seeking alignment for Dean's decision; members need to have a clue on direction, need transparency and predict the leaning of a final decision before it goes out to the College.
- There is increasing changes and a perception that FEC is not weighing decision and FEC is not advising the Dean and the faculty is not involved in the decision, i.e. regarding Dean's office personnel, additional hires to the Dean's office, teaching policy.
- There is an issue with trust.

3. *How can FEC meetings be structured to better accomplish these functions?*

- Meeting summary from the Dean's office staff meetings
- Engagement of faculty in decision making in timely and efficient manner.
- Appropriate representation.  
Discussed revision of Admin Memo 232 regarding change committee structure.
- Defining Dean's decision process (i.e. decision w/consultation, vote.)
- Pace of which the College is moving is not enough time for process.
- Making sure that agenda items are on the docket – Discussed flow or agenda items to be in and out from FEC and Dept. meetings. Soliciting FEC agenda items the week prior. Schedule agenda items ahead of time. Timeliness of agenda announcement and posting the Monday of the FEC week.
- More flexibility during the meeting to discuss additional items.
- Thinking about long term items (looking ahead), balancing short term and long term thinking.
- Focus on positive instead of focusing on complaints, or what needs to be fixed, defending against – Is there a need for more at large-members on the FEC?
- Requested that the Dean walk the hall and spend more time with the faculty.

At the end of the meeting Geoff Huntington played a short video from Shawn Achor titled "The happy secret to better work" on happiness and productivity.

[Shawn Achor: The happy secret to better work](#)

**FEC Special Topic Discussion:** *The topic discussion on "Investment Fund Prioritization and Process was postponed. New date to be announced.*

**Meeting Handouts**

- 1) FEC Agenda

- 2) OSU Alumni Association Call for Alumni Fellows Nominations – Jim Johnson
- 3) Template for Academic Annual Report to the Provost – Nathalie Gitt
- 4) SAF Draft Add and copy of previous Add – Randy Rosenberger