



College of Forestry ~ Office of the Dean  
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## Forestry Executive Committee Meeting Notes

From Friday, October 7, 2016

8:00 a.m. – 10:00 p.m.

Richardson Hall Room 115

Meeting Chaired by Thomas Maness

Notes from Nathalie Gitt

**In attendance:** Adrienne Wonhof, Troy Hall, Laurie Schimleck, Steve Fitzgerald, Lisa Ganio, Chris Knowles, Anthony Davis, Michael Collins, Mike Altimus, Marlys Amundson, Roger Admiral, Steve Tesch, Thomas Maness, Woodam Chung, Zak Hansen, Ben McLuen, Nathalie Gitt

**Unable to attend:** Randy Rosenberger and Claire Montgomery

### I. Announcements:

- **New Hires:** The FES Department hired two new assistant professors: Ashley D’Antonio and Reem Hajjar and the Wood Science and Engineering hired a new instructor of art and design, wood machine, Ruth Fore.
- **Gene D. Knudson Forestry Chair and Maybelle Clark MacDonald Professor of Teaching Excellence:** Applications for the two positions are due on November 1. Tenured or tenure track assistant, associate, or full professor; or full-time Instructor are eligible to apply. This is a 3-year appointment with an annual salary stipend of 10% of current annual base salary plus \$10,000 annual operating expenses. Department Heads are to encourage their faculty to apply. Applications should be sent to Adrienne Wonhof, Dean’s Office (737-4279): [Adrienne.Wonhof@oregonstate.edu](mailto:Adrienne.Wonhof@oregonstate.edu). For additional information, Contact, Search Committee Chair: Randy Rosenberger, 541-737-4425, [R.Rosenberger@oregonstate.edu](mailto:R.Rosenberger@oregonstate.edu).

### II. Diversity, Equity and Inclusion Committee: Writing Retreat Follow-up Discussion:

Troy Hall presented an update on the DEIC plan development. A copy of the plan was distributed at the meeting. The list of strategies and actions to accomplish the goals was generated from the July retreat materials around four thematic areas:

- Building Awareness
- Recruitment and Retention
- Welcoming Climate
- Institutional Longevity

Heather Roberts and a graduate student in FES have been helping with the gathering of the background information and logistics. The FEC provided the following feedback for what will be required to implement the plan:

- Appoint a small internal standing committee with someone who will chair and see that the College is moving forward;
- Appoint a coordinator, or hire an outside consultant to come in, a consultant, or share with CAS a chief diversity officer since they have the same issue;
- Establish a process, priorities, timelines, and metrics;
- Change the College culture;
- New resources will be required, new FTEs;
- Reduce number of people on the committees and balance the work load- Have faculty to be compensated;
- Embed in the work that people do: in curriculum, P&T guidelines, PD minimum requirement for being qualified for the position, annual review, recruitment;
- Small group meetings, session with faculty and research support faculty and present a comprehensive list to help the College prioritize;
- To change the behavior, look at positive examples, and communicate regularly the positive things that the College is doing.

The Dean wants to put a priority and work on this strategic initiative this year. Troy asked the FEC members to participate and encourage everyone to attend the upcoming meetings to keep the momentum going. Troy will share the survey with the faculty. Next DEIC small workgroup meeting is scheduled on Oct. 20, 3 pm, in RH 319.

***Action Items: Thomas and Troy will schedule a follow-up meeting to discuss the coordinator idea. Further group discussions with faculty will be scheduled to develop some recommendations to the Dean.***

### **III. Proposed Changes to P&T Guidelines and Administrative Memos 3, 3A, 4, and 28:**

Mark Harmon and Adrienne Wonhof presented the revisions that were made to the P&T guidelines in Administrative Memo 3-3A. A copy of the memo containing the proposed changes was distributed at the meeting.

Administrative Memo 4 was combined with 3-3a to become one memo. A line for contribution to Equity, Inclusion, and Diversity was added to the memo as part of the University P&T policy. A summary table for grant reporting was added in Appendix B to go more easily through the grants. Mark and Adrienne received some feedback on how to improve the summary table to make it more useful, (i.e., adding a column for PI roles, Co-PIs totals, cooperators category). Mark and Adrienne will work on the summary table to make it more useful. **For additional suggestions, contact Adrienne Wonhof.** The new College P&T policy will be in effect for AY 2017-18 Promotion and Tenure Process. A copy of the updated Admin. Memo 3-3a will be distributed to the departments.

***Decision: The FEC approved the proposed changes to the College P&T guidelines with some suggested changes.***

### **IV. Fall Undergraduate Program Advertising Campaign:** Michael Collins will be conducting an advertising campaign to increase the awareness of the College of Forestry undergraduate programs through targeted messaging with a digital media buy through an agency. A copy of the advertising campaign was distributed at the meeting. There will be 4 separate campaigns:

Forestry, Forestry Engineering/Civil Engineering, Renewable Materials, and Natural Resources. Visitors will be able to apply, schedule a visit, learn more about the programs. Michael will send the links to the microsites to the FEC to get feedback. **For questions and comments contact Michael Collins.** The sites will be launched the week of October 17. CoF Today will be switched to a weekly bulletin, COF this Week. Feel free to email Michael Collins any suggestions on how to improve the College internal communication.

- V. **Ground Breaking Plan and Participation:** The Oregon Forest Complex Construction Launch celebration will be held 3 hours before kick-off outside of Richardson Hall and the joint Homecoming Tailgater with the College of Ag Sciences and friends from the Northwest Farm Credit Services will be held at the LaSells Stewart Center 2 hours before kick-off on Saturday, October 29. Adrienne Wonhof distributed a copy of the poster at the meeting. Everyone is invited to join the celebration.

***Action Item: Please RSVP to [www.forestry.oregonstate.edu/homecoming](http://www.forestry.oregonstate.edu/homecoming) or call Jessica Fitzmorris at 7-3161.***

- VI. **Digital Measures Updates and Implementation:** Mike Altimus and Terralyn Vandetta are working with the three departments to resolve all the issues and problems they are identifying to make the Digital Measures System meet the need of the College for reports, tracking publications, prof reviews, format CVs. They are also working on a user friendly user guide for the faculty.

The meeting adjourned at 10 a.m.