

## Forestry Executive Committee Meeting Notes

Friday, November 20, 2015

Richardson Hall 115

8:00 a.m. – 10:00 a.m.

In attendance: Roger Admiral, Thomas Maness, Geoff Huntington, Jim Johnson, Randy Rosenberger, Steve Tesch, Adrienne Wonhof, John Bliss, Troy Hall, Laurie Schimleck, Woody Chung, Terralyn Vandetta for Mike Altimus, Michael Collins, Chris Knowles, Steve Fitzgerald, Nathalie Gitt, Zak Hansen

Guests: Linda Brewer, Lucas Turpin, and Heather Roberts

Absences: Lisa Ganio, Claire Montgomery, Mike Altimus

### Updates and Conversation from Thomas Maness

- November 16 Students “Speak-out” with President Ray**  
Faculty and staff were invited to participate in a university student-organized open conversation around inclusivity and racial injustice at Oregon State. Dean Maness wants the College to be more proactive with the College’s diversity initiative. The Forestry Executive Team will be engaged in developing goals, organizing listening sessions and annual training.  
*Action Item: Further discussion will be scheduled at a future FEC meeting - Add Diversity on the list of FEC items.*
- 2016 Distinguished Professor Honor Nominations – Deadline, November 20**  
Nomination materials are to be submitted to Adrienne Wonhof.
- Dean’s Awards Call for Nominations Is Out**  
Nominations are due by Friday, January 15, 2016 (5:00pm) to [Adrienne.Wonhof@oregonstate.edu](mailto:Adrienne.Wonhof@oregonstate.edu).
- Forest Science Complex – Next Meeting with the Architects**  
The next meeting with the architects will be virtual and an important meeting that will be held during the December 18 FEC meeting. This will be the last opportunity to provide feedback before the signing of the schematic design. Faculty will be able to provide their feedback during the focus group meetings. – Schedule to be announced.

### Announcements:

- Upcoming Educational Lab Safety Training** – Steve Tesch gave an update on the upcoming lab safety audits. The audits will impact the WSE and FES Departments.
- RERF Proposals for Equipment** – Steve Tesch announced that a call for RERF proposals for new and renovation of existing equipment is out. Letters of intent are due by December 4 in the Research office.
- IWFL Research Professorship Search Process Feedback** – Woody Chung reported that some faculty felt that the process chosen to select two candidates out of the three applicants was an intimidating procedure for the young faculty who will not get the professorship. It was suggested to rethink the process for next time.

### **Digital Measures for Faculty Reporting**

Linda Brewer of the Digital Measures implementation team for the College of Agricultural Sciences and OSU Extension Service and Lucas Turpin, Director of IT for the College of Agricultural Sciences led a question-driven session of the web-based accountability tools system. This system will be replacing SOARS and the departmental templates. The college signed a 5-year contract. CoF is in the third year. Other Higher Ed institutions like Colorado State, Cornell University, Texas Tech are using this reporting software. – The items discussed were:

- Digital Measure portal;
- Login with ONID account;
- Dashboard user interface (Currently 5 categories but can be customized)
- Templates available for faculty;
- Data entry – Hiring of specialists to enter the information (4 staff members, 10 CV a week);
- Capacity to upload text files and ties with other programs;
- Standardization, customization and categorization for CoF – Lucas Turpin distributed a list of OSU systems and data integration plan for Digital Measures.
- Faculty responsibility to confirm the information that is entered and the upkeep;
- Prof reviews requirement;
- Funding for entering the bulk of the data entry;
- Training and technical support;
- Phase the new faculty first – Faculty will need to enter their year of information to be phased in for 2016 reporting.
- Assign a point of contact for the College.

Lucas Turpin will be the campus point of contact for Digital Measures. Lucas will assist the College of Forestry with the migration of the data and the categorization.

#### **Decision:**

*There was an unanimous support to get the College moving forward with using the Digital Measures software. Mike Altimus and the Computing Group have been charged to develop an implementation plan for the College.*

**Ecampus Policy** – Jim Johnson discussed the revisions made to the policy for people teaching Ecampus courses. The revisions were related to the broadening of the instructors salary ranges for Ecampus and the update/modification of the policy language.

**Action:** *Jim will revise the policy with the suggested modification of the first paragraph on page 2 and will get the Dean's approval.*

### **RSF Professional Development Funding Proposal Revision**

Heather Roberts and Steve Tesch presented the revised proposal and accompanying forms for creating a CoF-wide fund to support professional development of Research Support Faculty. Members of the RSF Committee worked with Steve Tesch to address the questions and comments that arose from the discussion at the September 18<sup>th</sup> FEC meeting regarding the administration of this fund. The following were issues the RSF Committee sought to address:

Suggestions:

- The main purpose of this fund should be to support professional development of RSF. The wording was changed to reflect that and some goals were removed from the proposal that were side-effects rather than main goals (e.g. increase visibility of CoF research).
- The applicant must show the connection between the activity and the applicant's 5-year professional development plan. The question was added to the application form and post-activity report.

- Be explicit about all costs including who is paying the employee's salary during training. Comment boxes were added to the application form to indicate the source of funding for each element.
- Provide some guidance for how to select recipients from the pool of applicants. A rubric was provided in the evaluation form with suggested weights for each criterion to assist in the selection process.

**Questions:**

- Should a minimum length of employment at CoF to be eligible be required? The RSF Committee preferred using weighted criteria to give preference to long-term RSF over setting a hard requirement for length of employment.
- Should postdoc scholars be eligible to receive funding? Since the postdoc scholar position is being phased out and one of our goals is to increase equity and inclusion amongst RSF, the RSF Committee preferred not to exclude any positions within the RSF umbrella.
- Who will decide how to allocate funds amongst applicants? The suggestion was to form a selection committee consisting of RSF and other faculty, possibly FEC members-at-large. RSF who are applying for funds will recuse themselves from the selection process for the cycle in which their application is up for consideration.

It was also suggested that RSF supervisors be encouraged to provide some support, possibly in the form of paying salary during the professional development activity. Although the RSF Committee agreed with the sentiment, they found it difficult to give weight to applicants with salary support from their supervisors, without penalizing those whose goals are to learn emerging technologies that are outside the scope of existing grants. In such cases, supervisors are unable to provide funds. Additionally, they felt that requiring supervisors to complete yearly annual reviews and to discuss 5-year development plans with all of their RSF employees will serve the purpose of encouraging supervisors to contribute to RSF professional development. They chose instead to simply track all of the sources of funding, without using that information to influence the selection process.

**Questions and Comments:**

- Allocation of money to support by the Dean?
- Short term RA postdoctoral not eligible
- Require supervisor to work with the RA
- Grant funding of technical skill
- Capping of individual grant

**Action:** *The Dean will meet with the Associate Deans for further discussion on the proposal. The Dean will get back to Heather Roberts with his decision on Monday.*

**Handouts:**

- 1) *November 18, 2015 Revised Proposal for a Professional Development Fund for Research Support Faculty (RSF) within the College of Forestry – Heather Roberts*
  - a. *RSF Professional Development Application Form*
  - b. *RSF Professional Development Recipient Report*
  - c. *RSF Professional Development Application Form*
- 2) *August 18, 2014 Ecampus Policies and Procedures Revision – Jim Johnson*
- 3) *OSU Systems and Data Integration Plan for Digital Measures – Lucas Turpin*