

August 11<sup>th</sup>, 2014

**College of Forestry  
Research Support Faculty Committee meeting**

Present: Becky Fasth, Matt Konkler, Gabriela Ritokova, Scott Kolpak, Heather Roberts

**Agenda**

- Appoint Vice-Chair of the committee
- Prioritize and decide on next committee actions
- Continue dividing up project areas and tasks among members
- Assign action items and schedule next committee meeting

**Appoint Vice-Chair of the committee:** Matt Konkler

**Prioritize and decide on next committee actions**

- **schedule a meeting with Troy**  
We'll schedule a meeting in late August or September to meet with Troy to describe the role of our committee and start building a relationship with her.
- **prepare for FEC presentation**  
Create a brief survey for RSF to describe their high-level responsibilities. We will keep it short to try to maximize the number of responses. We want to know how long people have worked here, how many papers they've authored, how many people they supervise and their top 3 job responsibilities. Heather will draft up the survey and send it to the committee for feedback.
- **schedule next RSF lunch meeting**  
We want to focus on getting feedback from RSF on their job responsibilities and explain why we are asking for this information. First, we want to present this information to FEC so that administrators know the depth and breadth of our responsibilities and what we contribute to the departments and college. This information will also be useful for expanding our orientation and mentoring program and for developing our proposal to fund professional development.
- **draft proposal to fund professional development**  
We decided to limit the proposal to asking for funding for professional development rather than including service on committees. We figured we have a better chance to get funding if our proposal is specific and limited in scope.
- **work on reviving orientation/mentoring program**  
Gabriela and Matt will meet to start this process.

**Continue dividing up project areas and tasks among members**

- Becky:** Management of lists of RSF in the departments
- Scott:** professional development, reserve rooms for meetings
- Gabriela:** orientation/mentoring
- Matt:** orientation/mentoring, order food for RSF lunch meetings
- Heather:** scheduling, communication, website management

**Assign action items and schedule next committee meeting**

- Becky:** Find out what information we can access about diversity of RSF
- Scott:** Start creating a draft proposal to fund professional development of RSF from the Dean's investment fund
- Gabriela:** get list of RSF in FERM, start working on orientation/mentoring program

**Matt:** get list of RSF in WSE, start working on orientation/mentoring program

**Heather:** create draft email survey of RSF responsibilities, schedule meeting with Troy

Next committee meeting: Monday, September 22<sup>nd</sup>, 11am

Next RSF lunch meeting: Monday, September 22<sup>nd</sup>, 12pm