

June 23<sup>rd</sup>, 2014

## College of Forestry Research Support Faculty Committee meeting

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

### Agenda

Update on recruitment of FERM representative  
Appoint Vice-chair of the committee  
Discuss RSF committee logistics  
Discuss ways to increase visibility of RSF  
Divvy up project areas among members  
Action items

### Update on recruitment of FERM representative

We are still trying to recruit a representative from FERM. Gabriela Ritokova joined our meeting to learn more about the work that committee members do.

### Appoint Vice-chair of the committee

We decided to hold off appointing a Vice-chair since not all committee members were able to attend the meeting. We will discuss and appoint a Vice-chair at the next committee meeting.

### Discuss RSF committee logistics

- **Shared network location:** We will store all RSF committee-related documents in our shared network space at T:\Groups\RSF\_Committee. All committee members have read/write access to all subfolders.
- **RSF Committee mailbox:** We discussed appropriate use of the CoFRSFCCommittee mailbox for sending and receiving mail related to Committee activities. We decided to:
  - Send from the RSF mailbox whenever we are sending messages to all RSF. The person who writes the message will sign their name before adding the CoF RSF Committee signature line with the names of all committee members. That way we don't have to have all committee members review a message before sending and people will know who to contact if they want to follow up.
  - Send from our personal mailboxes for messages between committee members.

### Discuss ways to increase visibility of RSF

We aim to increase visibility of RSF in order to increase recognition of the value we add to the College.

- **Present to FEC:** We will gather information from RSF about their high-level responsibilities and present to FEC in the Fall.
- **Attend Department meetings:** We discussed increasing attendance at department meetings as a way to gain visibility for RSF and interact with other members of the departments. Many of us do not see a lot of value in attending department meetings since they are often focused on teaching rather than research. However, we decided to have each committee member try to attend at least some of the meetings, especially when there are items on the agenda related to research. This will be easier for those of us in FES since we have three FES Committee members who can alternate attendance.
- **Attend FEC meetings:** We will scan the FEC agendas and send a RSF representative to meetings when there are items on the agenda related to research.
- **Encourage RSF to attend Department and College social events.**

### **Divvy up project areas among members**

During our discussion we realized how interconnected our projects are. For instance, we need to find out skill sets and responsibilities of RSF to present to FEC and also so that mentors will know who to refer people to for help in specific areas.

- **Orientation/Mentoring:** Matt and Gabriela volunteered to take the lead. We discovered that WSE and FERM do not give out new-hire packets. We will contact FES about their new-hire packets and use those as a starting point for developing packets for WSE and FERM.
- **Professional development:** Scott volunteered to coordinate the effort to submit a proposal for supporting professional development for RSF from the Dean's investment fund. We don't have a timeline yet since we are waiting for the RFP for the research and diversity initiatives.

### **Action items**

- Obtain list of RSF from FERM (Gabriela)
- Obtain list of RSF from WSE (Matt)
- Review existing documents about orientation and mentoring (Matt and Gabriela)