



**Oregon State**  
University

**College of Forestry Dean's Office**  
Oregon State University  
311 Peavy Forest Science Center  
Corvallis, Oregon 97331

**P** 541-737-1585  
forestry.oregonstate.edu

## **Forestry Executive Committee**

### **Agenda**

**June 4, 2020**

9:00 – 11:00 am

Zoom link in calendar invite (email Adrienne if you need it)

- 9:00 am **Welcome & Updates** – Anthony S. Davis
- 9:05 am **Safety** – All
- 9:10 am **Virtual End of Year Celebration** – Jessica Fitzmorris
- 9:15 am **Unit Updates & Pressing Issues**
- Peavy Forest Science Center Project** – Adrienne Wonhof
  - TallWood Design Institute** – Iain Macdonald
  - Student Success** – Randy Rosenberger
  - Forest Service, PNW Research Station** – Paul Anderson
  - WSE Department** – Eric Hansen, Rakesh Gupta
  - International Programs** – Michele Justice
  - FERM Department** – Jim Johnson, Jeff Hatten
  - Computing Resources** – Terralyn Vandetta
  - FES Department** – Troy Hall, Steve Strauss
  - FOBC** – Roger Admiral
  - Research Office** – Katy Kavanagh
  - Graduate Student Council** – Ray Van Court
  - Research Forests** – Steve Fitzgerald
  - Research Support Faculty** – Anna Magnuson
  - Marketing and Communications** – Michael Collins
  - Outreach and Engagement** – Jim Johnson, Carrie Berger
  - Strategic Initiatives** – Geoff Huntington
  - Foundation/Development** – Zak Hansen, Ben McLuen
  - Diversity, Equity & Inclusion Workgroup** – Michele Justice
- 10:00 am **Open Discussion: Fall Term & COVID-19 Precautions**  
What do we (faculty, students, staff) need to be prepared for fall term? How can we offer programs to the best of our abilities? What concerns do you, your colleagues, and our students have that we should address?
- 11:00 am **Adjourn**

### Tips for effective Zoom meetings:

- Try it out before the meeting if you haven't used it before
- Join the Zoom using video when possible
  - ✓ Position yourself so you are not backlit (face windows, don't place them behind you)
  - ✓ If you have to step out and then rejoin the conversation, pause your video
  - ✓ Ensure pets are clearly shown in the video feed for the amusement of your colleagues
- If you join by phone, adjust your settings so your name appears on your screen, rather than your phone number
- You can adjust your Zoom view of others by click on "gallery" or "active speaker"
- Raise your Zoom hand when you have a question/comment (*note: hosts don't have the ability to raise hands*)
  - ✓ Click on Participants
  - ✓ Click on Raise Hand
  - ✓ Don't forget to un-raise your hand when you are finished speaking
- Remain on mute when you are not speaking
  - ✓ Unmute or press your space bar when it's your turn to speak
- The group is large, so keep your comments and questions focused
  - ✓ If you have nothing new to add, it's ok to just listen
  - ✓ If you have a question or comment that may not benefit the larger group, follow up with the content expert following the Zoom meeting
  - ✓ Use the Chat feature to add relevant adjacent comments
- Zoom Resources
  - ✓ <https://is.oregonstate.edu/zoom>
  - ✓ Using breakout rooms: <https://support.zoom.us/hc/en-us/articles/206476313-Managing-Breakout-Rooms>