**Executive Committee Meeting**

**Minutes**

Wednesday, September 2, 2009

2:00 pm, Dean’s Conference Room, E-203

Present: Dean D. Hayhurst, Drs. M. Mehrabadi, A. Plotkin, J. Supernak, & L. Tummala, Mr. L. Hinkle, Mr. D. Irwin, Ms. C. McClain.

Dean Hayhurst called the meeting to order at 2:05 pm.

1. **Approval of Minutes from the May 13, 2009, May 20, 2009, June 17, 2009 and July 29, 2009 meetings:**  Minutes from the May 13, 2009, and June 17, 2009 meetings were unanimously approved as submitted, and minutes from the May 20, 2009 and July 29, 2009 meetings were unanimously approved with correction (moved by Dr. Tummala and seconded by Dr. Supernak)**.**
2. **Laboratories – Safety and Clean-up**: Dr. German initiated a preliminary walk-through of the labs in preparation for the ABET visit, along with Mr. Irwin and several of the lab technicians. Mr. Irwin reported on that walk-through in Dr. German’s absence. A report was requested, so that the chairs can see status and action needed. The Dean suggested a second walk-through, to document items still in need of attention, and said that the Dean’s Office will pay to fix small items required to assure that the labs are safe.
3. **AC Project – Status and Outstanding Items:** Ms. McClain distributed a list of items reported to be still incomplete or outstanding related to the recent AC upgrade project in the building. The group discussed the status of the project and next steps to bring it to completion. Mr. Irwin offered to work with the on-site supervisor if priority items are communicated to him.
4. **Fall 09 Class Schedule**: The group discussed minor issues with a few classes; a common problem was accommodating students on wait-lists. The process for accepting students through Open University was discussed and it was confirmed that these student are accepted only after regular university students have been admitted. It appears that the college should receive some funding for FTES over target; this funding was projected and has already been accounted for in current budget models.
5. **ABET Status:** Ms. McClain confirmed that all self-studies have been mailed to evaluators and requested that the chairs provide her with a count of additional documents that should be prepared for others, such as Advisory Board members. The Dean asked the group to send Ms. McClain names of 3-4 industry representative and/or alumni to invite to a luncheon with the ABET team on Mon. October 5. Ms. McClain asked the chairs to designate a person to act as a visit coordinator for each program. This coordinator will be responsible to chaperone the evaluator from place to place and be sure all logistics are worked out and running smoothly. The need for Aerospace to find a room for their evaluator to review course materials was identified; the Dean’s Office will clean out E-209 for this purpose. Mr. Hinkle provided the names of individuals in support departments who have reserved time on their calendars to meet with evaluators.
6. **Troops to Engineers Program:** Dean Hayhurst gave an overview of a proposal recently submitted to NSF to facilitate matriculation of military personnel to universities. The component of the proposal that has received current funding is to develop a model to translate training and military experience into course equivalents at the university level. Partnering in this effort will be the San Diego Community College District, who has significant experience in working with veterans. The Dean invited the chairs to participate in a working group soon to be scheduled, and to become involved in the project. All agreed to do so. There was discussion about equivalencies between military experience and academic course content, and about strategies for proceeding with the project. Dean Hayhurst stated that the goal of the project is to develop a model to be implemented nationally for military personnel at many universities.
7. **Minor in Engineering :** Mr. Hinkle and Dr. Tummala discussed the current undergraduate catalogue statement that we offer a minor in engineering. The complexities of actually earning this were discussed, especially when prerequisites for classes are considered. The fact that it is a minor in engineering and not in a specific discipline makes it questionable as to whether a department chair should sign off on a student’s plan. The group engaged in a lengthy discussion on how a minor should be offered and models in other universities. It was agreed that, under the current model, departments will review course selections to verify prerequisites, but the minor program will be signed off in the Dean’s Office. It agreed that the offering of a minor in engineering vs. a minor in a specific discipline will be referred to the AP&P Committee for review.
8. **College Committee Status:** Ms. McClain has not received the names of individuals elected to college committees from two departments, and reminded the chairs to submit this information as soon as possible. The Dean’s Office will organize calling the first meeting of each committee.
9. **Schedule for Faculty Meetings (RTP and General):** Faculty Affairs has asked that each college designate a time for an RTP workshop in the college; the university-wide workshops are being replaced by college-specific workshops. All evaluators in the RTP process should attend, including members of department and college committees, and the department chairs. It was agreed that the chairs will reschedule faculty meetings as necessary on Thurs. 9/24 at 11:00 am to accommodate this meeting.

There was also discussion as to the best time to hold monthly all-faculty meetings. Based on a review of the class schedule provided by Ms. McClain, it was determined that Friday at 3:00 pm is the time when the least amount of faculty members are unable to attend, and this time was unanimously selected.

1. **Alumni Monte Award Nomination:** The committee discussed possible nominees for the alumni Monte award; a possible candidate was identified. Other nominations will be considered and a vote taken at the next meeting.
2. **Albert W. Johnson Lectureship Nomination:** The committee discussed possible nominees for the Albert W. Johnson Lectureship; a nominee was identified and agreed upon.
3. **Furlough Implementation:**  Ms. McClain is collecting Faculty Furlough Certification forms from the departments. One department has turned theirs in; the others agreed to do so by next week.
4. **Staff Evaluations:** Evaluations for several staff members have not been completed and turned in to the Dean’s Office. The committee was reminded of the importance of this process and asked to complete those outstanding as soon as possible.
5. **ADC Updates:**  The university has experienced a 10% reduction in admissions due to the budget crisis; due to this situation, all special admits have been eliminated.
6. **Roundtable**:

* Mr. Hinkle – 1) reviewed the process for giving a grade of “incomplete” and passed out the proper form to the group, and 2) reminded the group of the new “course repeat” guidelines.

Mr. Hinkle moved, Dr. Supernak seconded and the committee unanimously agreed to adjourn the meeting at 3:50 pm.

Submitted by Cindi McClain, Sept. 15, 2009.