**Executive Committee Meeting**

**Minutes**

Wednesday, September 16, 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 2:06 pm.

1. **Approval of Minutes from the September 2, 2009 Meeting:**  Minutes from the September 2, 2009 meeting were unanimously approved as submitted (moved by Mr. Hinkle and seconded by Dr. Supernak)**.**
2. **ABET Update**: Dean Hayhurst reported on a just-concluded conversation with the ABET team chair, Dr. Beth Judson. It appears that preparations are progressing well and no major issues have been brought to him. The team has some questions about the substitution and sequencing of courses, and about some of the course objectives. The chairs stated that no major issues have been brought to their attention by the program evaluators. The group reviewed the preliminary schedule and arrangements for the visit. Dr. German conducted another inspection of laboratories; unused/discarded items are being removed, safety glasses are being purchased. It was agreed that Ms. McClain will schedule mock-tours of the laboratories with Deans Hayhurst and German a few days before the visit. Having the building cleaned and building concerns related to the AC project were discussed. Ms. McClain also reviewed the plans for the luncheon with College constituents on Monday Oct. 5. It was agreed to hold a meeting of the Deans and Chairs on Sept. 30 for a final review of ABET preparations
3. **Budget Review/Update: Mr. Darrell Irwin:** Mr. Irwin handed out a current top-to-bottom analysis of the faculty budget showing budget status before the impact of furlough savings. He reminded the group that the spring schedule must be managed tightly to meet our budget reduction requirements. Dean Hayhurst reported that ADC’s discussions indicate that next year’s reductions may be significant; absorbing these cuts will require considerable planning on our part. To date, we have been able to absorb reductions better than some other colleges. The group engaged in significant discussion about the State and University financial condition.
4. **Spring Schedule**: Mr. Irwin reminded the group that the spring schedule needs to be reviewed for budget impact before submission next week. However, it was decided to delay focusing on the spring schedule until after the ABET visit.
5. **Alumni Monty Award Nomination:** Possible nominees were discussed; several individuals were suggested for consideration from research conducted by the Dean’s Office, and a nominee was selected. Ms. McClain will request an extension of the deadline to submit the nomination.
6. **Honorary Degree Nominations:** Honorary degrees are awarded by the university for outstanding scholarly contributions. A nominee from Engineering was identified.
7. **President’s Leadership Fund Funding (PLF) :** Deadline for application is September 30.
8. **University Grants Program (UGP) Applications:** Applications are due October 5; Funding was cut by the Chancellor’s Office, but Graduate and Research Affairs was able to provide additional funds. Grants are available up to $10,000.
9. **International Programs:** D ean Hayhurst described an upcoming meeting with Dr. Mary Ann Lyman-Hager and visitors from Béthune University in France. The purpose of the visit is to discuss opportunities for engineering students to visit, study and do internships in France. The Chairs were encouraged to attend the meeting on September 21.
10. **Troops to Engineers Program & Meeting with SDCCD on Thursday:** The first meeting with representatives from the San Diego Community College District has been scheduled for tomorrow, Sept. 17. Purpose and goals of the meeting were reviewed and all Chairs were reminded to attend.
11. **Furlough Implementation:** Ms. McClain mentioned that several Faculty Furlough Certification Forms are outstanding, reminded the chairs that certification forms are needed for lecturers, and reviewed the guidelines for the chairs to take furlough days.
12. **Staff Performance Evaluations:**  Ms. McClain reported that the majority of staff performance evaluations have now been turned in; managers agree that the few that are still outstanding will be complete as soon as possible.
13. **College Committee Status:** Membership on the College Committees has now been fully reported to the Dean’s Office. Carly House will schedule the first meeting of each committee. The Dean asked the Chairs to share suggestions for committee charges with him. Several suggestions were offered at the meeting
14. **Requirements to Drive on University Business:** Ms. McClain reminded the committee that all faculty who drive on university business, including short trips within San Diego County, should have the proper paperwork in place to mitigate personal liability should an accident occur. A blanket T2, completed once for the entire year, is needed for trips within San Diego County. An Authorization to Drive a Privately Owned Vehicle and a Defensive Driving Class should also be completed. Carly House in the Dean’s Office can be of assistance to anyone with questions.
15. **ADC Updates:**  The Dean previously reported on discussions related to the budget and potential additional reductions for 2010-11.
16. **Roundtable**:
* Mr. Hinkle – explained that the university is requiring students with enough credits to graduate to do so, to free up space for other students.

Dr. Tummala moved, Mr. Hinkle seconded and the committee unanimously agreed to adjourn the meeting at 4:24 pm.

Submitted by Cindi McClain, October 7, 2009.