**Executive Committee Meeting**

**Minutes**

Wednesday, December 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 2:01 pm.

1. **Approval of Minutes from the November 18, 2009 Meeting:**  Minutes from the November 4, 2009 meeting were unanimously approved with correction (moved by Mr. Hinkle and seconded by Dr. Plotkin)**.**
2. **Budget Planning:** Two meetings have been scheduled with Keren Stashower, Organizational Effectiveness Consultant, before the holiday break; the first is this Friday. The purpose is to develop college-wide solutions for meeting targets in the Provost’s budget reduction planning scenario. The Dean reported that much of the funding derived from furloughs this year will be used to partially cover next year’s reductions on a one-time basis.
3. **Pre-major/Prep for the Major/Impaction – Next Steps**: Dean Hayhurst reviewed the status of impaction; all programs in the university have been declared impacted. During this year we need to develop impaction standards for our programs. The College’s Curriculum Committee has been asked to review each department’s standards to determine if a single impaction standard can be developed for the College. The committee engaged in a lengthy discussion of this topic, including status of freshman and transfer students, GPA requirements, impact on existing students and the process for establishing standards. Mr. Hinkle provided handouts on current standards and provided information on the university’s policies. It was agreed that Mr. Hinkle will solicit input from his counterparts in other majors that have been previously impacted (business or nursing) to gain insights. The Dean encouraged thoughtfulness regarding the College’s goals for the quality and quantity of graduates. Our standards are to be submitted to the Chancellor in mid-April. The Dean suggested that the chairs develop a list of questions within two weeks; further discussion with Sandra Cook may be warranted.
4. **College Intranet:** Ms. McClain suggested that a secure Intranet be established for sharing documents and information internally. Mr. Irwin agreed to determine requirements and implementation steps.
5. **Engagement of Retired Faculty:** Dr. Pierucci’s efforts with the retired faculty were reviewed. Options were discussed to create a dedicated office for the use of retired faculty when they are on campus.
6. **Faculty Meeting Dec. 3:** Agenda items and topics for discussion at the Faculty Meeting were discussed.
7. **College Design Day:** The committee discussed plans for a college-wide design day this May, with students from all departments participating on the same day. A separate venue and other details were considered. A booklet describing projects was suggested, as was making awards for best projects.
8. **Department Policies on Class Evaluations:** Ms. McClain reviewed the CFA requirement that departments vote on the number of courses to be evaluated by students. Even though it is our college’s custom to evaluate each course, the CFA still requires that all departments vote and that the vote be documented. All agreed to add this topic to the agenda for their next Departmental Faculty meeting, if they had not done so already.
9. **Engagement of PSG Institute:** The Dean and Dr. Tummala reported on a collaborative program being developed with PSG Technical Institute in India. The program will be delivered on-site in India; our faculty will have the opportunity to travel to India for a two week intensive session during our break, after which that faculty will work with faculty in India to deliver the balance of the course through teleconferencing and remote access technology. Dr. Tummala has been working to gain WASC approval for the program and communicating with the College of Extended Studies on program details. Representative from PSG will be here next week to discuss the program further.
10. **ABET Status:**  Dean Hayhurst recently spoke with Beth Judson, our team chair. Dr. Judson stated that reports have been written and reviewed by ABET editors. Other than one issue with the Environmental Engineering website, which can be readily corrected, there are no new issues.
11. **ADC Updates:**  Most ADC discussion topics have already been presented to the group. Excellence fees continue to be discussed.
12. **Roundtable**:
* Dr. Plotkin – reminded the group of the importance of uniformity in each departments’ curriculum changes for ABET. References to ABET’s name in print should also be uniform.
* Mr. Hinkle – announced that the year-end banquet and special Order of the Engineer ceremony will be on Fri. 4/30, at 4:30 pm in the Council Chambers of Aztec Center. All are encouraged to attend.
* Dr. Mehrabadi – reported on a request for information from a counterpart from San Luis Obispo regarding our handling of budget reductions.
* Ms. McClain – reviewed the holiday schedule and events.

Ms. Hinkle moved, Dr. Supernak seconded and the committee unanimously agreed to adjourn the meeting at 4:19 pm.

Submitted by Cindi McClain, January 5, 2010.