



SAN DIEGO STATE
UNIVERSITY

COLLEGE OF ENGINEERING

EXECUTIVE COMMITTEE MEETING

Minutes

Wednesday, December 5, 2012, 1pm
Dean's Conference Room

Present: Dean D. Hayhurst; Drs. L. Tummala, M. Mehrabadi, N. Nosseir S. Westermo; Mr. L.Hinkle; and Mr. R. Rutherford

Absent: Dr. K. Walsh

Guest: Dr. Geoffrey Chase, Dean Division of Undergraduate Studies

Call to Order: The meeting called to order at 1:00 pm.

1. 120-Unit Limit: Geoffrey Chase

Dean Chase discussed how SDSU was approaching the implementation of the 120-unit limit, i.e., approaching it in two stages. The first phase develops guidelines for completing the second phase – full implementation. The 120 units will become a mandate over time for most programs. It will provide increased student access and affordability, and greater efficiency to the CSU system. With fewer units required, more students will graduate sooner (reducing student debt loads and time to graduation); and thereby, creating access for new students who have been waiting to enter the university as freshmen or as community college transferees.

He gave background information on the proposal, and discussed that guidelines need to be developed for programs in excess of 120 units. He also made a distinction between those programs between 120-129 units and those between 130-139. While both categories may ask for an exemption, all exemptions must be justified and probably will have to show how they compare to other CSU colleges with similar requirements. For example, if a CSU College of Engineering can meet the 120 units for classes between 120-129 in a discipline, then another CSU college that is asking for an exemption in that same discipline; that school might be required to show cause for the exemption when others have been able to meet the mandate. He emphasized this is new unfamiliar territory for everyone and that guidelines and procedures will have to be developed to help accomplish the mandate. For example, he mentioned if “enfolding” courses is needed to reach the mandate, then probably the required mechanism to do so would have to be developed, and relevancy shown as to methodology for achieving it. Some discussion followed on how enfolding could work.

By April 2013, an outline of how the various programs expect to meet the 120-unit mandate needs to be developed, and how each will proceed to handle exemptions. He indicated that by April 2013 the Chancellor's office will need to be informed of the status of each program in this process.

Dean Chase mentioned a meeting on December 12, 2012 at 2 pm that faculty had been notified where those interested and affected may come to learn more information about the mandate and the process that is being developed by the university in meeting this new requirement.

Dr. Mehrabadi stated that the ME faculty have compared the ME curricula in several institutions and have concluded that SDSU requires too many humanities and social studies (GE) courses. At UC Berkeley, for example, only six such courses are required while SDSU requires twelve. He stated further that with the number of required Engineering courses currently in our curricula, we barely satisfy our accreditation criteria.

2. **Approval of Minutes:** Minutes of the November 7, 2012 Executive Committee approved and the minutes of the October 17, 2012 meeting tabled until the next meeting.
3. **Staff Hours Reporting:** Extra hours that staff work where comp. time is given should be properly documented and the comp. time, when used, should be done so within the University mandated period. Reporting must be done in a timely fashion.
4. **Design Day:** Scheduled for December 8, 2012 from 11 – 2 pm in the Alumni Center. Dean Hayhurst showed the committee a copy of the handout booklet giving details of the design projects being showcased. Whether or not to award prizes was discussed and decided against. It was suggested that all participants be given a certificate of appreciation for their efforts, but not prizes.
5. **Prop 30 Funding (One-Time):** By way of information, the Dean said that the university was beginning to release some funds when Prop 30 passed. Approximately \$50,000 will be released to the departments. Discussion followed about equipment money and the need for upgrading lab computers because of age. If the anticipated \$250,000 in budgetary equipment money (expected by spring '13) is realized, then faculty and staff computers can be replaced along with old lab computers. Software budgets were felt to be lacking and need to be adjusted since they were too low and not adequate. Discussion ensued on various ways to handle the software issue.
6. **Joint Doctorial Program, Annual Presentation at UCSD:** Dean Hayhurst said that thirteen doctoral students were present. The Dean had discussions with the UCSD Acting Dean Lasheras and the relationship between the two universities. Acting Dean Lasheras suggested that new faculty to SDSU come to UCSD and give a seminar and UCSD new faculty do the same at SDSU. This would help establish better relationships since faculty members would be more familiar with each other. The consensus was that this was a good idea to implement next year.

7. **College Faculty Meeting:** The Dean reminded the committee of the College's Faculty Business meeting Thursday, December 6th in the BioScience Center, Gold Auditorium.
8. **Discussion:** Darrell will be developing monthly budget statements to all departments so everyone will be up-to-date on financial issues as they affect their department. Construction renovations for three suites of new laboratories is underway to upgrade some of the faculty's labs. A large classroom (greater than one hundred) is being proposed to handle the great number of students. Dr. Nosseir noted that possibly a portable type of partition could be designed into these rooms so that during night classes, with lower enrollment, could be used by two or more different instructors. The Dean said that layouts would be forthcoming showing different ways to use the space, and that the portable partition was a good idea.
9. **Holiday Luncheon:** Everyone was reminded that the holiday luncheon is set for 12/12/12.
10. **Holiday Office Hours:** The Dean reminded everyone to have their offices covered after the term ends, especially on December 24th and 31st. Someone should be designated to work those days. Those offices that may not be staffed should "call forward" their extensions to the person working those days to ensure coverage during the holidays.
11. **Academic Dean's Council Information:** The Provost office wanted to know if all students were using the "road maps" and Mr. Hinkle affirmed they were. The Dean reported that graduate international applications were up 60%, likely due to removal of the administrative transcript evaluation fee. It was also noted the 74,300 applications (freshman and transferees) were received by November 30th cut-off for admissions to SDSU -- a new record.
12. **Roundtable:**
 - Mr. Hinkle said that the Student Misconduct Guidelines were online now. He also said there was a significant increase in bioengineering interest. He also mentioned that the \$350 rebate to students was causing the Office of Financial Aid and Scholarships to virtually close down to all other business activities in order to handle the volume of the rebates.
 - Dr. Mehrabadi said bioengineering would be in next year's catalog and felt there would be a high number of applicants applying.
 - Dr. Tummala noted that student misconduct (cheating) in large classrooms has been brought to his attention and he feels it is a serious issue that needs addressing. He also asked if there were funds available to pay for portions of the airfare of potential new faculty who apply yet live outside the USA. He said there are those who cannot come for an interview because of the cost of transportation. The consensus was this would set a bad precedence and should not be considered.

Adjourned: The meeting adjourned at 2:45pm.