



EXECUTIVE COMMITTEE MEETING

Minutes

Wednesday, March 6, 2013, 3:30pm

Dean's Conference Room

Present: Dean D. Hayhurst; Drs. M. Mehrabadi, N. Nosseir, L. Tummala, K. Walsh, B. Westermo; Mr. D. Irwin, Mr. L. Hinkle, and Ms. K. Young

Absent: None

Guest: Dr. R. Prislin

Call to Order: The meeting called to order at 3:36 pm.

1. **Approval of Minutes:** N/A

2. **Graduate Admissions:** Dr. Prislin joined the meeting to discuss the graduate admissions process. CSU has imposed graduate program admissions limits on residents of CA. The State provides a budget for CA residents and therefore sets parameters on admissions, based upon FTES figures. CSU system imposes constraints on SDSU for resident limits and gives a narrow margin of error on how many students can be admitted to graduate programs (underenroll 1% or overenroll 2%). Academic Affairs gives targets and Dr. Prislin's Office has to adhere to those limits or be as close as possible. There is no limit to the number of non-resident applicants that can be admitted. International applications for the College are up 35%. The College has a resident admissions limit of 158 total. Dr. Prislin stated that the target is based on historical averages within the graduate programs (based on a 3-year average) and reflects differential yield rates from program to program. Dr. Prislin asked the Committee how they would like to redistribute the 158 slots or if they would like to give back unused slots to Graduate Affairs. Dr. Tummala stated they lose half of the possible admits because the University doesn't offer Spring admissions. Dr. Walsh stated that the admissions limit should reflect number of applications. Dr. Prislin responded that the number of applications fluctuate significantly from year to year.

3. **Graduate Program Review Visit:** Dr. Westermo provided schedule for the Graduate Program Review visit on March 21st and March 22nd. Each panel member will meet with the departments associated with their respective disciplines. Each department will have their own conference room available for the visit. Panel is scheduled to meet with College staff (department technicians specifically, not administrative staff). Location for dinner with the panel on Thursday is being determined.

4. **WEAVE System Data Input Update:** Departments are still working on inputting data into WEAVE System.
5. **Explore SDSU- Staff Participation:** Mr. Hinkle provided an updated schedule for Explore SDSU and asked Department Chairs to encourage their staff to participate.
6. **Faculty Searches Status:** Dr. Tummala made a recommendation for ECE's open faculty position. Dr. Mehrabadi has 5 candidates for ME, 3 of which are being interviewed on 3/15, 3/19, and 3/26. Dr. Walsh is finalizing a short list of candidates for CCEE.
7. **Republic of Georgia Initiative:** Dean Hayhurst was informed of an interesting opportunity in the Republic of Georgia at the Academic Dean's Council meeting. There is a request for proposal to focus on STEM initiative. SDSU is on the short list of universities for a possible onsite program in the Republic of GA; they are looking for Construction and Mechanical Engineering programs. The pre-proposal is due 3/22.
8. **CFA Information Request:** The California Faculty Association is conducting an investigation on lecturers and how Colleges are retaining them, and has requested information from each department. Information is due to Ms. Young by 3/12.
9. **Cluster Hires:** In a 4-year period SDSU will hire 5 faculty in 3 cluster areas. RFP asks to define cluster areas. A website will be available for all to view cluster areas. Process is not yet defined. Authorization by Spring semester. Dean Hayhurst suggested that clusters be reviewed by external and internal people; same model used for ERC would be most effective. Before next meeting, Department Chairs will provide Dean Hayhurst with a list of cluster areas/signature areas.
10. **Curiosity Team Presentation:** The Mars Rover team (of 8 people from JPL) will give a joint presentation on April 19th at 3pm in AL 201. There will be refreshments and a display of the Rocket by the SDSU Rocket Club immediately following the lecture in the courtyard of Arts & Letters. At 4:30pm there will be an exclusive cocktail reception for VIPs at the Biosciences Building. A flyer for both events is being created and Department Chairs are asked to invite their advisory board members and others friends of the department. Dr. Nosseir stated that AE should be well-represented. Mr. Hinkle will broadcast information to all of the clubs and students. A suggestion was made to have a clip of the TED Lecture video included in the email flyer invitations.
11. **Kyoto Prize Symposium:** Kyoto Prize Symposium is on Wednesday, March 13th at 10am and a technology speaker, Dr. Ivan Sutherland, father of computer graphics, is the keynote. Dean Hayhurst requested that all Departments invite their students. There was a general discussion on how to communicate with students to provide them with notifications of campus events. Dr. Walsh stated that the best way to communicate with students is via Blackboard. However, you must request these permissions every semester.

12. Design Day: Mr. Irwin provided a reminder about Design Day on May 3rd. He stated that this is a showcase for the entire College of Engineering, and there should be more graduate student involvement.

13. Equipment Request (Planning): Dean Hayhurst announced the arrival of new computer equipment. In preparation for the annual “Lottery of Equipment Funds” Dean Hayhurst asked that departments begin the process of identifying equipment for next year’s request. A preliminary list should be provided to Mr. Irwin. There will be a vetting process beginning at the end of this month.

14. Academic Dean’s Council: CSU has a new Chancellor and the process for how budgets are distributed has changed. The Governor has attached requirements to increase computer-based instruction. Also, the University increased enrollment targets by 300 FTES (25 grad students).

15. Roundtable

- Dr. Tummala reported that the ECE website was hacked.
- Dr. Tummala stressed the importance of Spring admissions for graduate programs, as they are critical for the College due to the significant interest of international students. Dean Hayhurst suggested that Dean Welter be invited to an upcoming Executive Committee meeting to discuss opening up admissions.

Adjourned: The meeting adjourned at 5:21pm.