

Executive Committee Meeting Minutes

Wednesday, August 20, 2014
2:00pm, Dean's Conference Room, E-203

Present: Dean M. Mehrabadi, Drs. K. Moon (via conference call), N. Nosseir, J. Supernak, L. Tummala; Theresa Garcia; Marcie Morihoro

Absent: Dr. Bruce Westermo

Dean Mehrabadi called the meeting to order at 2:02 pm.

1. **120-Unit Rule Exemption Attachment:**

Dean Mehrabadi gave an update of the status of the College's request for exemption to the 120-unit rule. In March 2014, following the instructions provided by the CSU Chancellor's Office (CO), all seven Engineering programs submitted plans for reducing the number of required units in their corresponding curricula by double counting Upper Division Engineering courses as GE Exploration. Although the Senate Chair and the Provost at that time signed the documents the College had submitted, the Provost decided not to forward the documents to the CO because she wanted the plan to be approved by the GE Committee and the University Senate before the plans were forwarded. In the interim, the CO contacted Dean Mehrabadi and Dean Chase (Division of Undergraduate Studies) directly inquiring about the CoE's plans. Subsequently, Dr. Westermo forwarded the CoE's signed documents to the CO in Summer 2014. The CO has instructed all Engineering Programs in the CSU system to obtain all necessary approvals for the implementation of the plans this Fall. Dean Mehrabadi and Dr. Westermo will meet with the College and University Curriculum Committees and the GE Committee to help push the process along for the CoE.

Dr. Nosseir mentioned that AE's plan for the reduction of required units is also based on changing the contents of Physics courses (PHYS 195, 196 & 197). Dean Mehrabadi mentioned and Dr. Tummala agreed that proposing changes to the Physics courses is another long and complicated process. The issue had come up earlier when Mechanical Engineering had proposed to move the coverage of Thermodynamics from PHYS 197 to PHYS 195 without success. Dean Mehrabadi thought that it would be more effective if the programs focused on getting approval for double counting Upper Division Engineering courses as GE courses according to the plans they submitted last spring.

Dean Mehrabadi asked that the department chairs complete their curricular proposals (available as word files on-line) and process them through the Dean's Office and the Curriculum Committee. The latter will then process them to the GE and University Curriculum Committees, and the Senate for a final vote. Dr. Westermo will be available to help with completion of the forms. Marcie is to e-mail each chair a copy of the 120-unit exemption forms that were submitted in Spring 2014.

Theresa Garcia brought to everyone's attention that the new Engineering impact criteria is not in effect and not listed in the 2014-15 SDSU General Catalog (the required GPA is still showing as 2.1). Dean Mehrabadi will discuss the issue with AVP for Enrollment Services, Dr. Sandra Cook to find out why the new impact criteria are not listed online, or in the catalog. [Dr. Cook has since informed the College that the University publishes an updated catalog in September of every year which includes all the changes approved by the Senate in the previous Spring. On-line catalog is updated accordingly every September.]

2. **Departmental Meetings with Provost Enwemeka:**

The Provost has requested individual department meetings with all SDSU Colleges to include the Dean, Department Chairs, Faculty & Staff during the Fall 2014 semester.

The College of Engineering meetings are in various stages of confirmation:

- AE – Dr. Nousseir to provide available dates after conferring with AE faculty
- CCEE – Tentatively scheduled for Thu 11/20 – 11:10am-12pm – Waiting confirmation from Provost Office. [The Provost's Office has since informed that the Provost will be travelling the week of 11/20 and offered 12/4 & 12/11 as possible dates].
- ECE – Dr. Tummala to provide available dates after conferring with ECE faculty
- ME – Confirmed for Tue 9/23 – 11am-12pm – Dean's Conference Room (E-203E)

3. **New Engineering & Interdisciplinary Sciences Building:**

Dean Mehrabadi and Marcie attended a 3-day architectural workshop held 8/11-8/13/14 that discussed and created initial renderings of the new building. The total budget for the new building, renovation of current building (painting, lighting and flooring), and the cost of relocation is \$90M.

4. **College Committee Members**

Marcie sent list of 2013-14 College Committee Members to department chairs. For those members whose term has ended for 2014-15 (for sabbatical leaves, a temporary faculty should be elected for duration of sabbatical), faculty should elect new members in respective departmental retreats. The 2014-15 Committee Members need to be e-mailed to Marcie by end of day, Friday, 8/29.

RTP Committee Issues: Dr. Morsi had emailed Dean Mehrabadi concerning a discrepancy between the College Bylaws and the University Policy File in electing the chair and members of the RTP Committee. Dr. Morsi had also pointed out that there is a discrepancy as to whether the Committee chair is a voting member. Dean Mehrabadi reminded all present that the discrepancies between the College Bylaws and the University Policy will be discussed later in the meeting (see Section 10) and that the discussion of the RTP Committee in the College of Engineering Retreat was all consistent with the University Policy except the election of the Committee chair by the faculty-at-large who elected Dr. Morsi for this role. The University Policy states that the RTP Committee selects its chair from the current members of the Committee. Since Dr. Morsi is an elected member of the 2014-15 Committee, to be compliant with the University Policy File, the RTP Committee members could elect a chair in their first meeting (ignoring the election of the chair in the CoE retreat).

As announced at the 8/19/14 Faculty Retreat, Dean Mehrabadi restated that the Committee chairs who served in the previous year are responsible for setting the first Committee meeting for the 2014-15 year. Dean Mehrabadi will be attending the first meeting of the committees to discuss the goals of the each committee. Committee chairs should e-mail Marcie with dates of the meetings to place on Dean Mehrabadi's calendar.

5. **Search Committee for New Faculty Lines:**

The chair of the departmental search committee for new faculty lines is responsible for completing the form to request a VPAA#, which can be found on the Academic Affairs website and submitting it to the Dean's Office for Dean's approval. After obtaining the VPAA#, the chair of the departmental search committee is responsible for corresponding with the Employee Relations & Compliance department to ensure hiring procedures are being followed (the ERC Faculty and Hiring Procedures handbook can be found at: <http://oerc.sdsu.edu/pdf/recruithireproc.pdf>). Marcie is to e-mail the link to the online VPAA# request form (<http://provost.sdsu.edu/documents/Tenure%20Track%20Request%20Form%20online.pdf>) to Department Chairs who will then forward it to the committee chairs.

As for the Department Chair Search Committee, Dr. Tummala has informed Dean Mehrabadi that the University has no stated policy for the section of the Chair Search Committee members. Therefore, Dean Mehrabadi will appoint the members of the search committee for the **Department Chair** positions after consultation with the faculty members in the corresponding departments. The chair of these search committees will be selected by its members. Dean Mehrabadi mentioned that the current ME Chair Committee may have to be restructured. [Update: Dr. Edith Benkov has informed the CoE that the process for the selection of the Chair Search Committee members is the same as the process for the selection of the Faculty Search Committee members].

6. **Fall 2014 FTES for the College:**

Dean Mehrabadi distributed the data for the Fall 2014 FTES for the CoE as of August 18, 2014. As of this date, F14 FTES is at 1,578 which is 8.66% above the F14 target of 1452.

7. **ABET & WEAVE for WASC:**

A. **ABET**

Dean Mehrabadi reminded all present that ABET self-study reports are due on June 1, 2015.

When Dr. Westermo returns from vacation, he will form a committee and meet with department chairs to prepare the ABET reports for each department.

Department chairs should review their 2009 ABET report and print out the new rules and instructions from the abet.org website. Departments need to ensure that they are incorporating all the changes in their assessments and are using the correct Student Learning Outcomes (SLOs). Dr. Tummala mentioned that one major change is that the educational objectives no longer have to be proven.

B. **WEAVE for WASC**

Dean Mehrabadi announced that WASC will be visiting right after ABET. Department chairs should be updating their WEAVE website. Marcie to find the SDSU point of contact for WEAVE and e-mail to the department chairs.

8. **IRA & Student Success Fee:**

A. **IRA Funds**

Theresa Garcia announced that IRA funds are frozen at the current amount for all Colleges. Engineering will continue to receive \$18,698 (the 3rd largest allocation among all colleges) annually. This 'freeze' is due to the implementation of the Student Success Fee in F2014, which will be a campus wide student proposal process.

B. **Student Success Fee**

Theresa Garcia updated the committee that the Student Success Fee is starting effective Fall 2014 and each student will be paying \$50/semester until it reaches \$200/semester 4 years from now. The fees will generate \$1.2M in the 4th year with 90% going towards hiring faculty and staff lines and the remaining 10% going to student success. The total amount available for student success is \$300K for the first year for the entire SDSU campus.

Students need to complete a Student Success Fee proposal for Funding various activities and turn them into the Dean's Office by 9/24/2014. Department chairs should notify faculty and staff to encourage students to submit proposals to the Dean's office by the due date.

At the college level a committee of 11 members will be made up of 2 faculty members, the assistant dean, and 8 students (one from each major and one selected by AESC; undergraduate and graduate students are eligible – however, graduate students can make up only 20% of student membership). One student will be chosen from each major (Department chairs may nominate students; final selection is made by the Assistant Dean). Two faculty members (1 from 2 different departments) will be selected to participate on the committee each year. Two faculty members will rotate every year. Two different departments will be represented each cycle (i.e., if ECE and ME are represented this year, then next year CCEE and AE will be represented).

Department Chairs need to nominate one faculty member from their department and send the name to Theresa Garcia by Tuesday, 8/26. In addition if there are any student nominees, they also need to be sent to Theresa by Tue 8/26.

For more information and a proposal application please visit <http://studentsuccessfee.sdsu.edu/> Approved activities will follow IRA guidelines found at <http://bfa.sdsu.edu/ap/pdf/irapolicy.pdf>

9. **RTP Process:**

Marcie announced that RTP Workshops for Department Chairs and Committee Members will be offered on two different dates and Dean Mehrabadi encouraged the Department Chairs, Committee Chairs and members to attend one of the meetings:

Tue 9/23 from 1-2:30pm in LL-430
Wed 9/24 from 1-2:30pm in LL-430

10. **College of Engineering Bylaws for the RTP/Personnel Committee:**

Dr. Edith Benkov, the AVP for Faculty Affairs notified Dean Mehrabadi and Marcie that the CoE RTP/Personnel Committee from September 2008 are out-of-date and not in compliance with SDSU University Policies. The Executive Committee reviewed and incorporated Dr. Benkov's changes to the CoE Bylaws. The updated Bylaws will be sent to the CoE Constitution & Bylaws Committee for approval and sent to the College of Engineering faculty for final approval. [The updated CoE Bylaws were e-mailed to Dr. Edith Benkov on Fri 8/22 and currently awaiting her approval before forwarding to CoE Constitution & Bylaws Committee].

The updated Bylaws have to be in place by September 10th, 2014, per SDSU policies.

11. **Issues discussed in the Academic Dean's Council of August 20, 2014:**

1. **Completion of I-9 Forms** – The government has issued an intent to fine the University \$8.3M because of problems with filing of I-9 forms by new hires. The Colleges were reminded that it is critical for the new hires to complete an I-9 form BEFORE starting work. This is a form that Jacqueline Lane places in new hire packets when the faculty, Department coordinators, and chairs inform her of the intent to hire new employees including lecturers, TAs, GAs, student workers, staff, and faculty. Under no circumstance, the Departments should allow a new employee to work before they have filed an I-9 form with the Human Resources. A discussion ensued about the process of verifying that the new employee has indeed filed an I-9 form with HR. It was decided that the faculty, Department coordinators, and chairs should contact Jacqueline to make sure that the new hire has filed an I-9 with the HR and is approved to start working. [Update: Jacqueline Lane will begin forwarding a weekly e-mail from HR to the Department Chairs and Coordinators which will indicate whether employees have not completed their hiring paperwork and whether they are eligible to begin work. If a Department Chair or Coordinator needs immediate confirmation, they should contact the CoE Payroll Administrator: Lucas Sanchez, 619-594-4659].
2. **Strategic Plan for Student Success**
Eric Rivera, VP for Student Affairs and Tim Quinnan, AVP for Campus Life asked Dean's what the Colleges can do to engage commuter students with SDSU. Dr. Tummala suggested that tutors be available. Theresa Garcia mentioned that MESA has been engaging commuter students and Dean Mehrabadi suggested that Theresa e-mail Provost Enwemeka regarding MESA's setup. Another suggestion was to have students submit a Student Success Fee proposal for tutoring. As well, have peer advising setup to pull in more commuter students.
3. **Georgia/SDSU Program**
Georgia/SDSU Program Budget was discussed superficially and postponed until the next Georgia meeting in two weeks. No money has been transferred to the SDSURF (overhead is 26%) as of yet and we are still waiting on the formula that will be used to transfer funds to academic units delivering the instruction. As of now, everything is going well with an expected award of \$29M over 5 years and \$9.2M in the first 15 months.
4. **Enrollment Services**
Sandra Cook, AVP for Enrollment Services posed the question of how the Colleges can help recruit more high performing students (i.e., 1400 and above SAT scores). A suggestion supported by many was to package scholarships with admission offers in one letter. Since Enrollment Services does not have the budget to fund these packages, it was suggested that Colleges give scholarships that are not earmarked with specific criteria to incoming high performance students instead of students that are already enrolled at SDSU.

12. **Roundtable:**

1. Theresa Garcia – Theresa has completed a CoE Student Affairs Homeroom on Blackboard which students can view at anytime for announcements, contacts, information on the CoE, etc., and is expected to go live on Friday, 8/22/2014. Theresa will be meeting with Ben Moraga on Monday, 8/25/2014, to discuss possible funding and space designation for the interdisciplinary Mechatronics Club.
2. Dr. Nossier – Dr. Nossier had a question on how to decipher and approve equivalent courses from other universities that satisfy SDSU requirements. Dean Mehrabadi informed Dr. Nossier that the students need to complete a Request for Adjustment of Academic Requirement (RAAR) form, have the student attach a syllabus/course description from the course taken at another university. Dr. Nossier should then send the documents to the Office of Advising and Evaluations, who will in turn send it to appropriate department advisor to review. Once the form is returned to Dr. Nossier with the recommendation from the department advisor, he can make the decision to

approve or not approve the RAAR form. All approved RAAR forms are to be returned to the Office of Advising and Evaluations for implementation.

3. Dr. Supernak – Dr. Supernak raised the question of approving students from pre-major to major status. Dean Mehrabadi stated that to be consistent, the impactation criteria listed in the 2014-15 Catalog should be followed. If a student does not satisfy the impactation criteria, they should not be approved to continue to the major even though they have only one course left, or they have a grade of “C-” instead of the required “C” in one, or more of the courses mentioned in the Impactation Criteria.

Dean Moon moved, Dr. Tummala seconded and the committee unanimously agreed to adjourn the meeting at 4:25 pm.

Submitted by Marcie Morihiro, August 22, 2014.