

Executive Committee Meeting
Minutes
Wednesday, October 1, 2014
2:00pm, Dean's Conference Room, E-203

Present: Dean M. Mehrabadi, Drs. K. Moon, N. Nosseir, J. Supernak, L. Tummala, B. Westermo; Theresa Garcia; Marcie Morihiro

Dean Mehrabadi called the meeting to order at 2:03 pm.

1. **ABET 2015:**

Dr. Westermo has requested an ABET visit to SDSU and is awaiting confirmation on the dates from ABET, sometime around October or November 2015. Dr. Westermo met with the chairs and faculty who will be responsible for preparing ABET reports in mid-September. The following deadlines were set for the preparation of the ABET Self-study Reports for the institution and for each of the seven programs: Aerospace, Civil, Computer, Construction, Electrical, Environmental, and Mechanical Engineering (and Mechanical Engineering with Bioengineering Emphasis).

Monday, March 16, 2014 – First drafts due to Dr. Westermo and Dean Mehrabadi for review

Wednesday, April 15, 2014 – Second revisions due to Dr. Westermo and Dean Mehrabadi for review

Friday, May 15, 2014 – Final versions due to Dr. Westermo who will then oversee the preparation of the required number of prints and digital copies of the reports for submittal to ABET.

Department Chairs and faculty should visit abet.org to review the accreditation criteria, documents and deadlines.

2. **WASC & WEAVE:**

Monday, December 1, 2014 is the deadline for Department Chairs to enter current information into WEAVE. Dr. Westermo is to research the university contact for WEAVE and will inform the Chairs.

3. **120-unit Rule Exemption:**

Dr. Westermo has turned in the departmental 120-unit rule exemption request forms to Dean Geoff Chase who will forward them to the CSU Chancellor's Office after obtaining approvals from the Senate Chair and the Provost. Dean Mehrabadi asked that, based on the exemption requests, the Department Chairs oversee the completion and submittal of the Departmental course proposals and program changes forms. These forms should be submitted as soon as possible to the Dean's Office (Arlene Gibson) after they are reviewed and approved by the Departmental Curriculum Committees. Departments who request double counting of GE courses may need to prepare additional documents and forms to request permission to offer a GE course.

4. **Search Committees for Associate Dean, AE Chair, ECE Chair, ME Chair, CCEE Transportation & ME Design & Bioengineering Positions:**

A) **Recruitment Procedures**

Dean Mehrabadi provided an update on the recruitment procedures for hiring tenure/tenure-track faculty:

- 1) Interfolio - Back in August 2014, Dr. Edith Benkov sent an e-mail notification to all Faculty introducing Interfolio, which is a new system that is being used for applicant submissions and tracking. When a Search Committee Chair receives e-mail approval from the Employee Relations & Compliance Department to advertise for a position, the e-mail will have a unique Interfolio URL that needs to be included in the advertised job descriptions, which candidates will use to apply for the job. Faculty Affairs should be in contact with the Search Committee Chair to set up a training session. If the Chair does not receive an e-mail or a call, they should contact Faculty Affairs directly at: 619-594-6111.
- 2) 2014-15 Faculty Recruitment & Hiring Procedures Handbook – Department and Search Committee Chairs should be referring to and following the procedures listed in the 2014-15 Faculty Recruitment & Hiring Procedures Handbook published by the Employee Relations & Compliance (ERC) Department:

<http://oerc.sdsu.edu/pdf/recruithireproc.pdf>.

Questions related to hiring procedures should be directed to the Employee Relations and Compliance Department: Sandra Bullock: sbullock@mail.sdsu.edu or 619-594-0492.

B) Open position updates

- 1) Associate Dean – Dr. Westermo is meeting with the search committee on Friday, 10/3/14 and will have phone interviews taking place in the next two weeks. [10/3/14 Update: Committee met and has narrowed the search down to (8) candidates for phone interviews and from there will choose the final 3 or 4 to bring to SDSU for interviews].
- 2) AE Chair – Committee is proceeding with placing advertisements.
- 3) ECE Chair – The Committee has finalized job description and needs to send to ERC for approval to advertise the position.
- 4) ME Chair – VPAA# has been assigned and ERC has approved the position to be advertised.
- 5) CCEE Transportation – VPAA# has been assigned and job description needs to be completed. Dr. Supernak and Committee will try and complete as soon as possible.
- 6) ME Design – VPAA# Request form still needs to be completed and job description is being composed. [10/7/14 Update: VPAA# Request form has been completed and dropped off to Academic Affairs for processing].
- 7) ME Bioeng – VPAA# Request form to be completed. Committee has been formed, but Chair still to be decided. [10/7/14 Update: VPAA# Request form has been completed and dropped off to Academic Affairs for processing].

5. **New Engineering & Interdisciplinary Sciences (EIS) Building:**

A. There are now three different committees formed for the EIS Building:

- 1) Executive Committee – Dr. Chukuka S. Enwemeka (Provost), Mary Ruth Carlton (VP University Relations & Development), Tom McCarron (VP Business & Financial Affairs) and Dr. Steve Welter (VP of Research & Graduate Dean)
- 2) Operations Committee (meets every Thursday from 4:00-5:00pm, and additional meetings as necessary) – Dr. Steve Welter (Co-Chair, Graduate & Research Affairs), Kathy LaMaster (Co-Chair, Academic Affairs), Dean Monte Mehrabadi (CoE), Dean Stanley Maloy (CoS), Dean Marilyn Newhoff (CoHHS), Bob Schulz (Real Estate, Planning & Development), Laura Shinn (Facilities, Planning, Design & Construction),

Ben Moraga (University Relations & Development), Dr. Asfaw Beyene* (Mechanical Eng), Greg Morris* (Mechanical Eng), Christy Samarkos (Residential Education Office), Alex DeNobel (Dept of Management), and (3) students.

* Selected by the University Senate Chair, Dr. David Ely.

- 3) Programmatic Committee (first meeting still to be arranged): Dr. Steve Welter, Dean Stanley Maloy and Dean Monte Mehrabadi.

B. EIS Building Update:

The total expected square footage for EIS building is about 52,000 sqft, and once service areas are removed (hallways, stairs, restrooms, etc.), the total assignable area will be about 42,000 sqft. Although no final decisions have been made thus far, certain needs have been identified as follows:

- 1) 11,500 sqft is being set aside for teaching labs and courses (which includes AE 341 Fluid Mechanics, ME 241 (Materials), and ME 495 (ME Lab). Currently, all Engineering teaching labs occupy about 5,500 sqft.
- 2) 3,500sqf will be given to the Zahn Innovation and Lavin Entrepreneurship Centers (Irwin Zahn is to be donating another installment of \$250K)
- 3) 4,000 sqft for Imaging Center
- 4) 4,000 sqft for Phage Center

There remains about 20,000 sqft for Engineering and Interdisciplinary Sciences research laboratories.

6. College of Engineering Bylaws:

The RTP/Personnel Committee portion of the CoE Bylaws was approved by 2/3 majority vote on September 24, 2014.

7. Student Success Fee & CoE Committee:

Theresa Garcia updated the Committee. The deadline for Student Success Fee applications was last Wednesday, 9/24/14, and the CoE Committee met on Monday, 9/29/14. There were a total of 36 applications submitted from CoE. Two applications did not have proper approvals so the remaining 34 applications have been ranked and will be submitted to the University on Friday, 10/3/14. The amounts requested ranged from \$73.92 to \$25,000 for a total of \$272K and there is a University wide available amount of \$300K. On 10/17/14 & 10/24/14, University wide committee will meet and the winners will be announced in November. Dean Mehrabadi added that University-wide, Academic Affairs has received about 220 applications and that the total amount requested is about \$1.8M.

8. Fall 2014 FTES for CoE Departments:

Census is complete and the CoE FTES in Fall 2014 is 1,603.4. This represents an increase of 12.38% in FTES of Fall 2013 which was 1427.1. The FTES for each CoE Department is as follows: AE – 226; CCEE – 344; ECE – 481; ME – 542.

9. 2015 Engineering Design Day & Senior Banquet:

The date for both the Engineering Design Day & Senior Banquet is the last day of classes which falls on Thursday, May 7th, 2015. Both events will be held in Montezuma Hall. Due to the large number of groups participating last year, the entire Montezuma Hall will be utilized from 10am-2pm for the Design Day, and from 5p-8pm for the Senior Banquet. Marcie

Morihiro is to make reservation at the Aztec Student Union Center and will be in contact with the chairs and design instructors to organize the event.

10. **CoE Advisory Board Meeting:**

The CoE Dean's Advisory Board Meeting is on Friday, 11/21/2014, from 10am-2pm, in the Templo Mayor Conference Room (Aztec Student Union Center). The Executive Committee members should attend this meeting.

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

Due to travel conflicts, The Provost has had to reschedule the AE & ECE Departmental meetings:

- AE – Waiting on confirmation from Provost Office for dates submitted by Dr. Nosseir.
- CCEE – Confirmed for Thu 12/4 – 11:10am-12pm (Mechanical Engineering Conf. Room)
- ECE – Dr. Tummala to confirm the dates of Spring 2015 ECE Faculty meetings and Marcie Morihiro will forward to Provost Office for confirmation.

12. **RTP:**

A. **Department RTP Policies:**

Faculty Affairs has requested a copy of the Departmental RTP Policies. Department Chairs are to forward their policies to Marcie Morihiro, by end of day, Wednesday, 10/15/14.

B. **Deadlines:**

Department Chairs and Department Peer Review Committee Chairs should be aware of upcoming Departmental deadlines for 3rd & subsequent probationary year and/or promotion:

Friday, 10/3/14 – Validation of WPAF to be completed by Dept Chair or Committee Chair

Monday, 10/6/14 – Signed PDS Coversheet to be turned into Marcie Morihiro

Friday, 10/10/14 – WPAF Closing Date

Friday, 10/17/14 – Department Peer Review Committee notifies candidate of recommendation

13. **Development:**

Gary Smallwood, newly hired CoE Senior Director of Development has delayed his start date from 9/29/14 to 10/15/14.

14. **2014-15 College Committee Members:**

To date, the only committee that has met and received their charge from Dean Mehrabadi is the Curriculum Committee. Dean Mehrabadi still wants to meet with each of the College committees and the College committees should forward the names of the Committee Chairs to Marcie Morihiro.

15. **Georgia, Dean's Research Council (DRC) & Academic Deans Council (ADC) Updates:**

A. **Georgia SDSU Program:**

- 1) **Accreditation:** Dr. Ken Walsh submitted ABET criteria and forms for all Georgia programs yesterday. In addition the Georgia program has to submit accreditation documents for WASC (because it is more than 25 miles away). Those documents will be submitted in the next couple of weeks. ABET will review papers this year and then one person will visit Georgia within a year.
- 2) **ECTS vs Credit Hours:** There are issues with Georgian government rules that are in conflict with SDSU with ECTS instead of Credit Hours: 1-hour per contact and 1-hour ECTS is 20 hours of student time.

- 3) Placement Tests: SDSU uses placement tests to figure where students should start. In Georgia every course a student takes should count for the degree including, e.g., MATH 141. English competency raises other issues.
- 4) Degrees Granted: EE and Comp E do not exist in Georgia but the attorneys are submitting documents to make a change.
- 5) Renovation and Construction: Elevator is being replaced for the Dean's Office. Other areas are under renovation and environmental issues are being considered. Disabled access is an issue.
- 6) Minister of Science: The Minister would like to visit the SDSU campus in November with the possible tentative dates: Nov 17-18 and 24-25 and would like to see the labs that are to be replicated in Georgia. As well, she would like to visit and sit in on the classes that will be taught in Georgia and meet with people related to the SDSU Georgia program. The Minister will also be visiting the MCC in Washington, D.C. SDSU's \$30M award is a part of the \$140M granted to the program.
- 7) Dr. Ken Walsh will be staying in Georgia for an additional year. The Provost has approved for the Construction Department to hire a full-time lecturer to assist with the teaching load in Dr. Walsh's absence.

B. Dean's Research Council (DRC):

- 1) h-index: A library representative discussed the faculty productivity and research measures including the h-index. It seems that the Google scholar h-calculator is the most appropriate measure for Engineering and for Sciences. For other measures Departments should contact the Library.
- 2) Graduate student NRTW: NRTW is a scholarship not a general pot of money. Graduate Affairs wants to put the NRTW in the graduate student offer letters as a scholarship to entice applicants to attend SDSU and Departments need to get approval from Graduate Affairs before offering the NRTW.

C. Academic Deans council (ADC):

- 1) Recruitment of under-represented students: SDSU has relations with 10 high schools in the LA area to increase recruitment of African American students. Admittance of African American students increased 100% this year from 12 to 24 and 72% of those who visited the SDSU campus enrolled. The number of applications were reduced but the enrollment increased.
- 2) Retention Issues:
2/3 of students who leave SDSU do so because they cannot afford to continue. Some have more than 100 units passed and are academically in good standing. The Provost has suggested the possibilities of using Federal Work Study funds and asking Assistant Deans to identify the students in financial trouble and to assist them with continuing at SDSU. In addition, possibly local credit unions could provide students with \$4-5K loans.
- 3) High Failure Rate Courses: MATH 150 & 151, E 210 and AE 220 have been identified as high failure rate courses in the CoE. Dean Geoffrey Chase mentioned that Learning Analytics program could help with students who are academically in trouble if the faculty are amenable. Faculty would be able to send emails to those students at risk of failing, so the students have time to make changes to be able to pass the courses. Theresa Garcia and Dr. Tummala also mentioned that there needs to be a shift in faculty/student culture, making smaller sections of large courses, offer advising and early counseling. Dean Mehrabadi asked both Dr. Nosseir and Dr. Tummala to speak with and assist the professors of the aforementioned courses to improve on their failure rates.
- 4) Syllabi: The CoE syllabi are not up-to-date although the University Policy requires that updated syllabi be distributed on the first day of class each semester. The Executive

Committee unanimously agreed that a standard template needs to be created for the CoE faculty to use with the following suggestions:

- a. Syllabi should be in ABET format for first (2) pages and an additional page for office hours, student/teacher contract on academic dishonesty and any other relevant information that the faculty want to provide their students.

A sample syllabi will be given to the College Curriculum Committee to work on to create a template that all CoE Faculty can utilize.

- 5) Development: Please notify the Dean's Office about important findings or when positive things happen for the CoE so that we can post on the SDSU News Center. The Provost encourages SDSU faculty and staff to report positive news as it helps with our reputation and ranking of our programs. The CoE needs to work on developing stories and begin sending out an e-newsletter again, as it seems that all other Colleges have newsletters.
- 6) Georgia Update:
The contact persons for information about Georgia: In Georgia Dr. Ken Walsh, and at SDSU, Dean Stanley Maloy.
- 7) Honorary Doctoral Degrees (Deadline: 10/31/2014):
Contact Dean Geoffrey Chase for nominating qualified individuals. Some important characteristics are as follows:
 - 1) Connection to SDSU
 - 2) National Reputation
 - 3) Does not have to be an SDSU graduate
- 8) Presidents: Faculty should be aware that Presidents are able to admit students regardless of qualifications and this is a normal practice at other universities. As an example, the astronomer who discovered Pluto was admitted to the Masters program without having a Bachelor of Science degree.
- 9) Critical Needs: Department Chairs need to send Dean Mehrabadi their critical need reports with descriptions and department prioritization. Department Chairs should ensure that the needs benefit the faculty and the department as a whole.
- 10) Commencement Schedule: The CoE Commencement Ceremony will be held on Saturday, May 16th, 2015 at 5:30pm. Dean Mehrabadi stressed how important it is for all faculty and Department Chairs to be in attendance to show support of their students.

16. Roundtable:

1. Dr. Bruce Westermo – Received an e-mail on 9/30/2014 that the ATI Roadmaps for many of the CoE websites are out of compliance. Dr. Westermo stated that some of the sites are already in compliance and any questions should be directed to Chris Paolini.
2. Dr. Nagy Nosseir – Asked if the time for the Executive Committee meetings be confirmed on the Committee members calendars for 2pm-4pm, instead of 2pm-3:30pm. Dean Mehrabadi confirmed that the meeting time should be from 2pm-4pm.
3. Dr. Lal Tummala – ECE has a total of three visiting faculty from Georgia who will be at the CoE for a total of 9 weeks.
4. Dr. Janusz Supernak – Acknowledged and thanked the Provost and Dean Mehrabadi for arranging a full-time lecturer to be hired while Dr. Ken Walsh is in Georgia for an additional year.

Having gone through all the items on the agenda, Dr. Tummala moved, Dr. Nosseir seconded and the committee unanimously agreed to adjourn the meeting at 3:55 pm.

Submitted by Marcie Morihiro, October 3, 2014.