

**Executive Committee Meeting
Minutes**
Wednesday, April 1, 2015
2:00pm, Dean's Conference Room, E-203

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

Absent: Theresa Garcia (Attending Statewide Lower Division Articulation Agreement & Engineering Liaison Council Meetings in San Jose, CA)

Dean Mehrabadi called the meeting to order at 2:04 pm.

1. **ABET 2015, WASC & WEAVE:**

1) **ABET** - Dean Mehrabadi reminded Committee that the deadline for first draft of ABET Self-Study Reports was Monday, March 16th, 2015. The Department Chairs provided the following updates on their reports:

AE – Dr. Allen Plotkin submitted the AE report.

CCEE – Dr. Supernak submitted reports for Civil, Environmental, and for Construction Engineering.

ECE – Dr. Tummala submitted Electrical Engineering report and has the Computer Engineering report and will submit, it next week.

ME – Dr. Moon is about 85% done with the ME report and will have it completed and submitted by Wednesday, April 8, 2015.

Dean Mehrabadi has contacted the Director of the Education Center of ASME for recommendations on an external reviewer for the CoE ABET reports but has not received a response. The Dean will try to find an external reviewer, but in the meantime, asked the Chairs if they would, by lottery, review each other's ABET reports and the Chairs agreed to do so.

2) **WASC & WEAVE** – Dr. Westermo reminded Chairs that the 2013-14 cycle needs to be completed by Friday, May 15, 2015. Chairs should go into WEAVE online and complete.

2. **120-Unit Rule Exemption:**

The Dean received an e-mail from Stephanie Samuels, Director of Curriculum Services, and it looks positive that the 3-unit American Institutions double counting will be approved for next catalog year. All programs, except for ME with Bioengineering emphasis, will be reduced by 3-units, but proposals for further reduction of units still needs to go through the process of final approval by the Senate and should not be mentioned in ABET reports. A new book by Fareed Zakaria entitled: In Defense of a Liberal Arts Education, may not be very helpful as the Engineering proposals go through the Senate.

3. **Assigned Time Policy (ATP) for the College:**

The CoE Academic Policy & Planning (APP) Committee (members: Drs. Asfaw Beyene, Mahdu Gupta & Joe Katz) met, reviewed and made suggestions to improve the ATP. Dean Mehrabadi distributed the updated ATP to the Executive Committee and the Committee reviewed the suggested changes and incorporated the changes with minor edits. The Dean will be sending the APP Committee the updated version for final review and distribution to the CoE Faculty. The new ATP document will be voted on by Faculty at the next CoE Faculty Meeting, taking place on Tuesday, April 14th, 2015 from 11:00am-12:00pm, in the Gold Auditorium, Biosciences Center.

4. **Department Chair Searches Underway:**

The Chairs provided the following updates regarding the Department Chairs searches:

AE: (3) candidates have completed their interviews and the Approval to Negotiate with the candidates is being prepared.

ECE: (1) candidate has been interviewed with (2) others visiting in April.

ME: (3) candidates have been interviewed with (1) visiting on 4/8-4/9/2015.

The Dean asked that for future interviews, the Department Search Committees should make sure to ask candidates if they can contact references not listed, during the initial phone call interviews.

5. **Associate Dean Position Update:**

Approval to Negotiate with the top candidates for the Associate Dean position is currently being filed with the Faculty Affairs and Office of Employee Relations. These candidates were chosen based on the results of the surveys completed by the faculty, staff, and Academic Affairs.

6. **EIS Complex:**

The Dean reported that the meetings are continuing and focusing on the PIs from each discipline that will be in the new EIS complex.

7. **2015-16 Budget:**

The AE Technician position is close to being approved and the Dean and Jacqueline Lane are continuing to work with Academic Affairs on the budget.

8. **5/8/2015 Senior Banquet:**

As in the previous year, two outstanding students from each program will be recognized at the Senior Banquet, taking place on Friday, May 8, 2015, on the basis of their academic performance and service. The faculty in each program chooses these students.

9. **Spring 2015 Engineering Design Day**

To cut down on the cost (currently at \$16,255), electrical power will be available only to those projects that absolutely need it (the cost for electrical is \$80/table). Marcie Morihiro has received the registration forms which were due on Friday, 3/27/15 and is continuing to process the forms and send confirmation e-mails to the students. Students should submit their Design Day posters for printing through their Department Coordinator/Technician.

10. **Spring 2015 Advisory Board, Engineering Design Day & Senior Banquet Dates**

5/8/2015 – 10:00am-1:30pm – Advisory Board Mtg –Templo Mayor Conf. Room

5/8/2015 – 1:00pm-3:00pm – Design Day – Montezuma Hall

5/8/2015 – 6:00pm-8:00pm – Montezuma Hall (Doors open: 6:00pm; Program: 6:30pm)

11. **4/1/2015 SDSU-Georgia, DRC & ADC Updates:**

1) **SDSU-Georgia**

Recruitment is on-going and national exam results from Tbilisi State University, Georgian Technological University and Ilia State University are completed. A total of (191) students chose SDSU-Georgia as their #1, #2 or #3 picks.

2) **DRC (Dean's Research Council)**

A) Areas of Excellence proposals are due in the office of VP for Research by Friday, 4/10/2015. Before supporting a proposal, the Chairs should let their faculty know that if the

proposal is accepted any faculty line given for that area of excellence will count as a faculty line for the department irrespective of how the Department prioritized their faculty line requests.

B) Summer Undergrad Research – VP for Research, Steve Welter is allocating \$75K towards summer undergraduate research with \$3K per award (\$2K should go toward student & \$1K for faculty use). The RFPs will be sent soon, Chairs should let the faculty know as soon as they receive the RFP e-mail.

C) Bridge Funding – VP for Research, Steve Welter has a small budget for Bridge funding to assist those long-time research faculty who have temporarily lost their funding. Any such funds will need to be returned by the Faculty once their research funding is resumed.

D) Target of Opportunity Hire – SDSU is working on a procedure for attracting exceptional faculty who are internationally recognized, are possibly members of National Academies, and are able to transfer their research labs and funding to SDSU.

E) Cost of Graduate Programs – VP for Research is currently looking at quantifying the cost of various graduate programs. Graduate programs are expected to cost substantially more than the undergraduate programs because graduate courses have a much smaller enrollment.

F) NRTW (Non-Resident Tuition Waiver) – The number of NRTWs granted next year will be the same as last year.

G) CoE Graduate Enrollment – Number of graduate students in COE has dropped by 9.21% (207 - F15/ 228 – F14)

3) ADC (Academic Dean's Council)

A) Online Wait List – Starting in Spring 2016, to remove the problems with crashing, a software is being implemented which will automatically enroll students on a waitlist, up to the enrollment limit allowed in a course. As soon as a seat is available (for up to 5 days after the registration end date), the student will automatically be enrolled. The software will check that students have met the prerequisites for the course and then using other criteria students will be given a priority on the waiting list. The Open University students have the last priority which is a concern for Engineering Departments who rely heavily on the tuition revenues paid by Open University students. The Online Wait List will be implemented during the first week of November 2015.

12. **Roundtable:**

Dr. Supernak – There are (4) finalists for the Transportation position and they are all strong candidates.

Dr. Nosseir – There has been an issue with CoE Conference Room being double booked and having to find an alternate location at the last minute; E-122 is almost complete and needs furniture; and there has been an issue with hosting conferences at SDSU, due to there not being a discretionary fund available to support the conferences.

Dr. Moon – All (3) ME position on-campus interviews for: Chair, Design & Bioengineering, will be completed by 4/20/2015 and the ME Faculty & Staff will be meeting on 4/21/2015 to discuss the candidates.

Having gone through all the items on the agenda, Dr. Nosseir moved, Dr. Supernak seconded and the Committee unanimously agreed to adjourn the meeting at 4:40pm.

Submitted by Marcie Morihiro, April 6, 2015.