

Executive Committee Meeting
Minutes
Wednesday, September 16, 2015
2:00pm, Dean's Conference Room, E-203

Present: Dean M. Mehrabadi, Drs. J. Abraham, C. Mi, A. Plotkin, J. Supernak; Theresa Garcia and Marcie Morihiro

Guest: Malerie McNeill, Career Opportunities Manager – Career Services, and Rayanne Williams, Registrar – Enrollment Services

ACTION ITEMS:

- 1) **Fri 9/18/15** – Faculty applications for Sabbatical and Difference-In-Pay Leaves are due to Department Chairs
- 2) **Fri 9/25/15** – 1) ABET Preparation checklist items are to be completed.
2) Final names of Department Advisory Board Members that will be present during ABET visit are due to the Dean and Marcie Morihiro.
- 3) **Wed 10/7/15** – Sabbatical and Difference-In-Pay Leave applications ranked by Departmental RTP Committees due to Marcie Morihiro.
- 4) **ABET** – Criterion 2 including the new Program Educational Objectives needs to be re-written and emailed to the PEVs for their comments by 9/25/15.
- 5) Department Chairs to remind Faculty and Department Coordinators of the Wait List Information Sessions that are taking place in October & November. The e-mail came out from SDSU Enrollment Services on 10/1/2015.
- 6) Department Chairs to discuss at their next Department meetings, converting some T/TH courses to MWF & MW courses due to the severe shortage in the T/TH classrooms.

Dean Mehrabadi called the meeting to order at 2:05pm.

1. **SDSU Career Services**

Malerie McNeill, Career Opportunities Manager, from SDSU Career Services spoke to the Committee about the assistance she can provide to connect Engineering students with paid internships and having students connect with internships via the Aztec Career Website. Ms. McNeill works closely with Development for internship leads and can also assist Engineering student organizations with advertising their career fair events.

2. **Enrollment Services (Incomplete Grade Form, Wait List for Spring 2016)**

Rayanne Williams, Registrar, from Enrollment Services gave a detailed PowerPoint presentation on the following:

- A) **Incomplete 'I' Form** – The new 'I' form will go into effect for the Fall 2015 semester in WebGrades, a tutorial will be coming out around 11/1/15 for both Faculty and Staff. When Faculty choose 'I' as a grade in WebGrades, the form will automatically come up and pre-populate with the student and course information. Per Ms. Williams, an 'I' should only be given for a student who has to complete a paper or project that needs to be completed and has not missed more than 50% of the class assignments. Ms. Williams strongly suggested that Faculty should give a maximum of 2-3 months for student completion. As soon as an 'I' form is completed, the student is immediately sent an e-mail so they are aware of the completion deadline and work that needs to be completed. The Faculty's WebGrades account will have an 'Incomplete Agreement' link which both the Faculty and Department Coordinators will be able to view outstanding incompletes.
- B) **Wait List for Spring 2016** – [10/1/15 Update – SDSU Enrollment Services sent an e-mail on 10/1/15 with dates of Wait List Information Sessions that both Faculty and Staff should attend]. The new wait list function in WebPortal will start on the first day of Spring 2016 registration and

will remain open continuously through the add/drop deadline and will only appear when a course fills.

- 1) Ms. Williams explained that students will be able to add to a list if they: 1) Qualify for the course; 2) have fewer than (4) courses already on waitlist; 3) added fewer than (4) courses from wait list; and 4) can only be enrolled in a total of (4) classes from the wait list.
- 2) A student position on the wait list is not on a first come/first serve basis, instead will be based on the following weighted ranking: 1) Pre-requisites; 2) major requirements; 3) minor requirement; 4) student level (5 for 500 and higher level courses); 5) total units earned; 6) dated added to the wait list; 7) already enrolled in a section; and 8) Open University student.
- 3) Starting on the first day of registration through the 5th day of classes, students will automatically be enrolled into a class that is on their waitlist when a seat becomes available. Day 6 through 10 of classes there will be no auto-enrollment or adding my students, even when a course shows open seats. At this point, only Faculty and Department Coordinators will be able to add students.
- 4) Faculty and Department Coordinators will not be able to select individual students to add from wait list, they will only see a number and Open University students will be identified with "Open U".
- 5) The Dean stressed the importance in each Department Chair increasing the enrollment limits past the historical demand to allow as many students as possible into the courses.

3. **Approval of the minutes of the 9/2/2015 Executive Committee Meeting**

The minutes of the 9/2/2015 Executive Committee Meeting were unanimously approved with minor changes.

4. **ABET (Visit taking place 10/11-10/13/2015):**

The Dean asked the Chairs to re-write their Criterion 2 revising the old PEOs (Program Educational Objectives) and present them to their Advisory Boards for comments. The Chairs should communicate the final revisions to the Program Evaluators. ECE and CCEE have already revised their PEOs. Drs. Lal Tummala and Janusz Supernak shared their revised PEOs with the Executive Committee. They recommended having (3) general PEOs.

5. **Summer 2016 Schedule:**

The Dean charged the Chairs with identifying courses to be offered during summer that will help having smaller classes in Fall 2016 (i.e., CIVE 301, ME 304, etc.). If needed, Chairs could hire lecturers which require having a minimum of (15) students in class to make it cost effective. If a Faculty member teaches a summer course there needs to be at least (29) students enrolled in the class. The Dean asked the Chairs to have a list ready for their next bi-weekly meetings. The list should also include courses that could be taught in a hybrid/online format.

6. **Enrollment Updated for Fall 2015:**

The Dean informed the Committee that as of September 15, there was a 9.45% increase in FTES in Engineering enrollment for Fall 2015.

7. **Sabbatical & Difference-In-Pay Applications:**

The Sabbatical and Difference-In-Pay applications for eligible Faculty are due to Department Chairs by 9/18/2015. The Chairs are to give the applications to the Departmental RTP Committee to review and rank to provide a democratic process for choosing the Faculty going on leave. The final ranked forms with the signature of the Department RTP Committee Chairs are due to the Dean's Office by Wednesday, 10/7/2015.

8. **Spring 2016 - Engineering Design Day & Senior Banquet**

Engineering Design Day – Wednesday, May 4, 2016 – Montezuma Hall – Time is approximately 1:00pm-4:00. Please note: Wed 5/4/16 is the day before the last day of classes, and Chairs should e-mail faculty that students may need to reschedule testing/class assignments if they are participating.

Senior Banquet – Thursday, May 5, 2016 – Parma Payne Goodall Alumni Center – Fowler Ballroom – 5:30pm-7:30pm.

9. **9/16/2015 SDSU- Academic Dean's Council (ADC) & SDSU Georgia Updates:**

A) ADC Updates

- 1) Class Scheduling – T/TH courses have become so popular that no additional courses could be added for T/TH. Academic Affairs is asking for at least a 30% reduction of T/TH classes and their conversion to a MWF or MW after 2:00pm. The Dean asked Chairs to discuss the problem in the Departmental Faculty Meetings and to move at least 30% of their T/TH classes to a MWF or MW class schedule.
- 2) Faculty Affairs – Joanna Brooks, VP of Faculty Affairs, announced that there may be Faculty strikes, the CFA wants Faculty to receive a 5% salary increase and SDSU is only agreeing with a 2% increase. Strikes might happen for two days but if they happen and last longer than two days we would need to hire lecturers.
- 3) Transition of Deans – Both IVC and Undergraduate Studies will be having an Interim Dean until a permanent Dean is hired.
- 4) Enrollment Management – Sandra Cook handed out the headcount and FTES summary worksheet for Fall 2015.
- 5) SDSU Georgia – A handout of the demographic information list of the merit scholarships were given.
- 6) International Programs – Alan Sweedler, Asst. VP of International Programs, announced that 2,400 students participated in SDSU international programs, the highest ever. (60) Engineering students participated last year. The Dean met with Cal Sollima and Cal would like to expand the Pisa Program. The Dean would like to see the students not only take courses but also have paid internships in Italian companies.
- 7) Infrastructure needed for Research by Engineering Faculty– The Dean pointed out that our need for additional space for our newly hired Faculty has become endemic. Consequently, the Academic Affairs Office has informed the College that we cannot issue an offer to a Faculty candidate before identifying an office and a laboratory (if needed) for the candidate. The Dean emphasized the need for the Executive Committee to identify Engineering's urgent needs for space based on the future Faculty hires. He mentioned that the College may need to consider renting lab space from SDSURF in Alvarado for future Faculty hires.

10. **Roundtable:**

Dr. Janusz Supernak – 1) ABET reviewer wants to discuss infrastructure; 2) ABET reviewer also asked about the number of adult students, and 3) Dr. Supernak updated the Committee that the national President of ASCE came to SDSU and students presented at the Gala held at Hotel Del Coronado for the centennial celebration of ASCE which was established in 1915.

Dr. Chris Mi – 1) ECE Advisory Board is on Friday, 10/2/2015; and 2) all ECE Faculty searches are approved and the ads will be posted in IEEE in November 2015.

Theresa Garcia – The deadline for the Student Success Fee application closed and there is a total of \$600K to be awarded. A total of 261 applications were received, (29) of which were Engineering student applications, totaling \$467K. Engineering was the 4th highest in the number of applications submitted. Theresa Garcia and Drs. Sam Kassegne, Xiaofeng Liu, and an Engineering student will be on the review committee.

Having gone through all the items on the agenda, Dr. Supernak moved, Dr. Abraham seconded and the Committee unanimously agreed to adjourn the meeting at 4:18pm.

Submitted by Marcie Morihiro, October 4, 2015.