

Executive Committee Meeting Minutes

Wednesday, January 20, 2016
2:00pm, E-203 Dean's Conference Room

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

Dean Mehrabadi called the meeting to order at 2:08pm.

1. **Approval of 12/2 & 12/16/2015 Executive Committee Meeting Minutes**

The 12/2 & 12/16/2015 Executive Committee Meeting minutes were unanimously approved.

2. **Provost's Innovation for Excellence Award**

Marcie distributed the e-mail sent from the Provost's Office to the University regarding the March 1, 2016 deadline for applications for the Provost's Innovation for Excellence Award. The Award recognizes academic departments or schools that have through collaborative effort implemented a new initiative that generated new momentum toward achieving one or more of the key goals of SDSU's Building on Excellence Strategic Plan (Student Success, Research & Creative Endavors, and Community & Communication). The Dean encouraged the Committee members to apply. Dr. Mi and Theresa Garcia are planning on submitting an application.

3. **2016 Montys Alumni Award for Outstanding Faculty Contributions**

Marcie distributed the nomination form for the 2016 Montys, which is posted on the Faculty Affairs website, as well, on SDSU Newscenter. Nominations may be made by faculty, staff, students, alumni, and persons from the community. Nomination forms (including a CV of the nominee), are due to Marcie in the Dean's Office by end of day, Monday, February 15, 2016.

4. **CoE Space Needs**

The Dean addressed the issue of CoE Space needs:

A) The Dean asked the Chairs to submit a Faculty name from their Departments to form a CoE Space Allocation Committee to propose a feasible and objective solution for identifying office and lab space for the incoming faculty. [Update: 1/30/16 – The Committee has been formed with the following members: Drs. Guus Jacobs (AE); Fatih Buyuksonmez (CCEE); Sunil Kumar (ECE); and Kee Moon (ME). First meeting is scheduled for Friday, 2/5/16].

B) The University does not have any funds for renovation of space in the E-Building, or in Alvarado. Both AVP Kathy Lamaster and VP Stephen Welter are strongly suggesting that faculty who are FERPing, or are thinking of FERPing in the next year or two, move their offices to Adams Humanities, allowing new faculty to utilize their offices in the CoE. Academic Affairs is making offices available in Adams Humanities.

C) The Dean's proposal to AVP Kathy Lamaster to convert some of the classrooms in the Engineering building into lab and office space cannot move forward due to the lack of funds.

D) The Dean brought up another option of possibly utilizing E-423B as an office/lab space. However, the University will have to convert another space outside of Engineering into a classroom at a cost of \$300K.

E) The Dean will also ask the Space Allocation Committee to look into the possibility of moving some dry research labs to Alvarado. The rent for the space will be affordable only if the PI in charge of the lab has a grant with a full F&A.

5. **Status of Faculty Hires**

A) AE Department – i) AE Chair (Dr. Abraham) – (5) applications have been received and Committee meets on 1/21/16 to make short list for phone interviews; and ii) AE Technician (Dr. Plotkin) – Applications are coming in slowly.

B) ECE Department - (Dr. Mi) – (2) Committees have final phone interview candidates.

C) ME Department – (Dr. Abraham) – Mobile Energy – (60) CV's received and short list of candidates for telephone interviews and invitations have been sent for approval.

D) Dean's Office (Dean Mehrabadi) – i) Associate Dean – 47 applications received and Committee meets on Wed 1/27/16 to review candidates.

6. **Faculty Assigned Time Requests for F16 (Faculty Annual Reports)**

The Dean updated the Committee that Dr. Christopher Paolini is working on a program to produce a report to facilitate the determination of assigned time. The Chairs will be given access to the reports for their individual Departments after January 25, 2016.

7. **Impaction Criteria – Increasing the GPA requirement (currently at 2.5)**

The Dean and the Committee continued the discussion of raising the current GPA of 2.5 to 2.9. From the data the Dean received, the GPA increase from 2.1 to 2.5 was positive. The Dean suggested doing a step-by-step approach and increasing the GPA from 2.5 to 2.7 and see how it effects enrollment, the Dean made an important note that this GPA increase would not be retroactive. The Dean asked for the Committee members input and all were for the increase from 2.5 to 2.7. Theresa Garcia added that the General Catalog needs to be more clear on the impaction criteria and the (6) courses that students must pass with a 'C' or better. This requirement should be explicitly mentioned in each of the 6 course descriptions to avoid confusion. The Dean asked that the Chairs review the course descriptions and update them as necessary. Theresa will contact Sandra Cook to request an increase of the minimum GPA required to enter an Engineering major from 2.5 to 2.7. This request will be subject to approval by the Provost.

8. **Strategies for classes with high DFW rates**

Theresa Garcia shared a rough draft of her strategy for reducing the number of high DFW courses in Engineering. There are (5) Engineering courses that have 20% or higher DFW rate. Theresa asked that the Chairs look at the DFW high failure rate courses in their Department and e-mail her with solutions or issues that have been causing the high failure rate. The University is focusing on the DFW rate and wants to reduce it to meet the Student Success by, among other things, adding supplemental tutoring to some DFW Math courses. The University is also pushing other strategic teaching plans (the PACES advising is in line with this plan by ensuring that Engineering students are taking their courses in the correct order).

9. **PACES Spring 2016**

Theresa Garcia provided a report on the feedback that PACES received from students using the Center. Almost all comments were positive with over 90% strongly agreeing that their advisor was: helpful, attentive, knowledgeable & thorough, friendly and approachable, and professional. If PACES is to continue beyond Spring 2016, there needs to be financial support from the Dean's Office and Departments.

10. **Update on Explorations GE**

Theresa Garcia informed the Committee that the Explorations GE for Engineering stays the same in the major sections of the 2015 catalog due to Title 5. Specifically students must take two social and behavioral courses in Explorations (or use an upper division American Institution for one). The Dean announced that Dr. George Yousef was instrumental in working with Dr. Stephen Schellenberg on revising and resubmitting the 120-unit applications via Curricunet.

10. **Explore SDSU (Saturday, March 19, 2016)**

Theresa Garcia handed out the 2016 Explore SDSU agenda and asked the Chairs to let her know ASAP, if the same Faculty will be holding the same workshops or if there will be new faculty and workshops. Dr. Mi confirmed that ECE schedule was correct; Dr. Plotkin informed Theresa that Dr. Guus Jacobs workshop may change, he is to confirm directly with Theresa; and Dr. Abraham confirmed the schedule is correct and that he will also speak with Dr. Kaveh Akbari Hamed to see if he can do a robotics demo. Theresa is working on securing a space for the student information booths, since the EIS construction site is utilizing the area that was used in the past.

11. **Engineering Design Day & Senior Banquet**

Engineering Design Day – Wed, May 4, 2016 – 1pm-4:00pm – Montezuma Hall (**day before the last day of classes**)

Engineering Senior Banquet – Thursday, May 5, 2016 – 5:30pm-7:30pm – PPG Alumni Center

12. **1/20/2016 Academic Dean's Council Meeting (ADC):**

1) **ADC Meeting** – The meeting time for ADC was used to interview the (4) candidates for the Academic Affairs, AVP, Resource Management/Allocation position.

13. **Roundtable**

Dr. Allen Plotkin – Dr. Plotkin inquired about the grader allocation process and the Dean informed the Committee that he has been working with Jacqueline Lane and Sem Tran and they are close to determining S16 grader budgets for the departments. They are looking at ways to increase the grader budget to meet the demands of increased enrollment.

Having gone through all the items on the agenda, Dr. John Abraham moved, Dr. Allen Plotkin seconded and the Committee unanimously agreed to adjourn the meeting at 4:00pm.

Submitted by Marcie Morihoro, January 30, 2016.