

**Executive Committee Meeting
Minutes**
Wednesday, February 3, 2016
2:00pm, E-203 Dean's Conference Room

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

Absent: Dr. Chris Mi (Conference)

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

1. **Approval of 1/20/2016 Executive Committee Meeting Minutes**

The 1/20/2016 Executive Committee Meeting minutes were unanimously approved by all present. The Chairs inquired about the 1/20/2016 status of the Faculty Annual Reports being made available to the Chairs after January 25, 2016. The Dean informed the Chairs that Dr. Christopher Paolini is working on access to the report and access should be ready by end of the week.

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

Marcie reminded the Committee that the application deadline for the Provost's Innovation for Excellence Award is March 1, 2016. Applications should be submitted directly to the Provost's Office. 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 Endeavors, and Community & Communication).

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

Marcie reminded the Committee that nominations for the 2016 Montys, is due to Marcie in the Dean's Office by end of day, Monday, February 15, 2016. The nomination form and requirements are 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.

4. **CoE Space Allocation Committee**

The Dean formed a CoE Space Allocation Committee with the members chosen from each Department by the Chairs, to discuss and finalize the plan for identifying space in the CoE for the new faculty members being hired in Fall 2016. The Committee members are as follows: Drs. Guus Jacobs (AE); Fatih Buyuksonmez (CCEE); Sunil Kumar (ECE); and Kee Moon (ME). The Committee is meeting on Friday, February 5, 2016.

5. **Status of Faculty Hires**

A) AE Department – i) AE Chair (Dr. Abraham) – (2) candidates for phone interviews to be held on Tuesday, 2/9/2016 at 1pm-2pm & 2pm-3pm; and ii) AE Technician (Dr. Plotkin) – (6) applications have been received but are not remotely close to fulfilling the requirement of the position. The Dean asked that Dr. Plotkin find other recruiting sites, besides the SDSU HR website. He emphasized that there is a risk of losing the position if it is not filled in a timely manner.

B) CCEE Department (Dr. Supernak) – i) EnvE position - Over 140 applications received; (10) candidates were interviewed via Skype, of those (4) have been invited for on-campus interviews in February; and ii) CEM Director (Dr. Supernak) – The ad has been running on Interfolio and (14) applications have been received. Dr. Supernak continues to update Mark Filanc on the search.

C) ME Department (Dr. Abraham) – Mobile Energy position – (8) phone interviews completed and of those (3) are being invited for an on-campus interview in February and first week of March.

D) Dean's Office (Dean Mehrabadi) – Associate Dean position– 48 applications were received and of those (6) candidates have been chosen and approved for Skype interviews taking place on Mon 2/8/16 and Wed 2/10/16.

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

The Dean updated the Committee that Dr. Christopher Paolini is working on giving access to the Chairs and it should be ready by end of this week.

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

The proposal to increase the minimum required GPA to enter an Engineering major from 2.5 to 2.7 has been submitted to Enrollment Services. The proposal is subject to approval by Academic Affairs. If approved, the new 2.7 GPA will appear in the 2017-18 General Catalog and it will not be retroactive.

8. **ABET Reports**

The Dean received the ABET draft reports on February 1st, 2016. Hence, the 30-Day Due Process Response for each program must be submitted electronically to ABET before March 1, 2016. The Department Chairs unanimously agreed to have a draft of their 30-day response statements for review at the 2/17/2016 Executive Committee Meeting.

9. **120-unit Curriculum Proposals**

The Dean applauded the efforts of Dr. George Youssef for reviving the ME Department's 120-unit Curriculum Proposals working with Interim Dean of Undergraduate Studies, Dr. Stephen Schellenberg and the Chair of the University GE Committee. The ME proposals have been uploaded onto Curricunet. The Dean urged the remaining Chairs to work with Dr. Youssef in completing the 120-unit Curriculum Proposals for their programs and uploading them to Curricunet, as soon as possible. Dr. Supernak has a meeting with Dr. Youssef and the CCEE Department Curriculum Committee on Thursday.

10. **Retention & Graduation Rate for Graduate Students**

The Dean sent an e-mail from Dr. Edmund Balsdon, Associate Dean for Graduate & Research Affairs, showing the graduate student retention/graduation rates. Engineering numbers for a 3-year Master's Program graduate has been dropping to 20% over the past 3-4 years. The M.S. Program is a 2-year program and over 60% of students graduate after 3 years. The Dean would like the Chairs to review the report and see what can be done to improve the situation.

11. **Dept. Curriculum Committees – Impaction criteria in course descriptions**

A) The Chairs need to review the course descriptions of their respective Departments and have correct passing grades in the course descriptions for the 2017-18 General Catalog.

B) In the Academic Dean's Council (ADC) Meeting, there was a discussion of the Wait List. Enrollment Services (Rayanne Williams) should be notified if there are any bugs or problems with the Wait List. Some Colleges, including the College of Engineering was criticized for not enforcing the impaction criteria. The Dean asked that the pre-requisites and the impaction criteria be enforced by the Departments and students who have not met the criteria not be allowed to enroll in the major courses while still in pre-major status.

C) All Open University students were placed from the Wait List.

12. **Review of AVP for Research & Dean of Graduate Studies, Dr. Stephen Welter**

AVP for Research and Dean of the Graduate School, Dr. Stephen Welter, is on his 5th year of service and will be reviewed this Spring. The University Policy requires two professors from each College to participate in the Review Committee. Based on their research productivity, the Committee chose Drs. Sunil Kumar and Eugene Olevsky to represent the College.

13. **Report on high DFW rates**

Theresa Garcia submitted a report to the University DFW working group. The COE only had (6) pervasive challenge courses. Theresa gave a list of ways to address and help reduce the percentages of the high DFW rate courses to reasonable levels.

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

Theresa Garcia handed out an updated 2016 Explore SDSU agenda and the following items need to be confirmed by the Chairs: i) Dr. Plotkin to confirm that Dr. Guus Jacobs will be having a space shuttle demo; ii) Dr. Plotkin confirmed student competitions; and iii) Dr. Supernak will check with Dr. Natalie Mladenov about conducting a session and confirm the (3) sessions that are listed for CCEE. Theresa would like all final changes before the next Executive Committee Meeting on 2/17/2016.

15. **Engineering Design Day**

Marcie asked the Chairs to confirm the Capstone/Senior Design faculty for each Department, as she will be sending out the 2016 Design Day Registration form and other preliminary planning information. Engineering Design Day will be held: Wed, May 4, 2016 – 1:30pm-3:30pm – Montezuma Hall (**day before the last day of classes**)

16. **Senior Banquet**

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

17. **2/3/2016 Dean's Research Council (DRC) & Academic Dean's Council Meeting (ADC):**

1) **DRC Meeting**

A) **Non-Resident Tuition Waiver (NRTW)** – NRTW is now being called the Presidential Scholarship Fund and will be given at the beginning of a student's enrollment as a scholarship.

B) There is an urgent need to meet graduate student enrollment targets.

2) **ADC Meeting**

A) **Vehicular Way Finding** – The University is working on re-naming streets on campus, putting up better signage, re-naming the parking structures so they are in numerical order on campus, and creating facades at each main entrance to SDSU so visitors know they are on campus and make it easier to find their destination.

B) **Assigned Time-** Academic Affairs (AA) talked about Assigned Time and distributed a report that converted Assigned time into dollar amounts for the academic year 2014-15. AA voiced concern that the CoE temporary faculty/lecturers were getting assigned Code 22 Research which amounted to a total of \$466,752. Temporary faculty/lecturers should not be receiving Code 22 Research.

C) **Faculty Advancement** – AVP, Joanna Brooks, announced the following: i) there is a new periodic evaluation process in that lecturers who are in a 3-year contract do not have to undergo annual reviews and this was CFA approved; and ii) If there are biased complaints from faculty on racism, sexual orientation, etc., these complaints should be e-mailed directly to Joanna Brooks.

D) **Employee Climate Survey** – A report was given of the final results of the Employee Climate Survey that was e-mailed out to all Faculty and Staff. The averages for the University were given, as well, a breakdown by each College. For the CoE: i) Full Professors were unhappiest which was inline with the averages with the University or a little lower; ii) Associate Professors were good with an average of 3.9-4.2; and iii) Lecturers were the happiest with an average rating of 4.1 and above.

E) **Student Success – Students with 120+ units to 149 units and 150+ units**

Theresa Garcia submitted a report showing the number of students with:

A) 120+ to 149 units - There were 239 students on the original list from fall 2015. Theresa worked with Enrollment services to send an e-mail notification prior to winter break. Since that time, 9% of the students have responded with a majority of the respondents on track for graduation within the next two semesters. Further review will be made to identify those students that still remain on the list for further follow-up and some may not be on the list if they have applied to graduate for spring or summer 2016.

B) 150+ units – There were 62 students on the original list from fall 2015. As of 2/3/2016, (45) of these students have applied for spring or summer 2016 graduation. The remaining (17) have been identified with reasons for not yet graduating. Theresa will continue to work with these students along with Enrollment services.

F) SDSU Georgia – Results of first semester grades were distributed and the Georgian students had an average GPA of B+.

G) International Programs – Dr. Alan Sweedler, AVP for Office of International Programs, updated the ADC that there are 2,046 student studying abroad. The Dean informed Dr. Abraham that Dr. Sweedler is aware that Dr. Abraham is interested in working with the University of Pisa on a study abroad program. In addition, BNU (China), is interested in a 2+2 or 2+3 program with the CoE, but this will not work as BNU has to be ABET accredited and the only way for students to apply would be as a transfer student and pay non-resident tuition.

H) AVP Resources Management position – Formal announcement will be made on Friday, 2/5/16.

I) Dean of Undergraduate Studies & IVC position – (54) internal candidates applied for the Dean of Undergraduate Studies and over (30) candidates have applied for the Dean of IVC position.

18. **Roundtable**

Dr. Janusz Supernak – Dr. Supernak announced that he has a group of students ready to study abroad in Krakow and both SDSU and the university in Krakow are still finalizing the general agreement that would be good for 5 years. If approved, the program would start in July 2016 for three weeks.

Theresa Garcia – Theresa has started working on a Student Advisory Board for the AE Department in response to the ABET report.

Having gone through all the items on the agenda, Dr. Janusz Supernak moved, Theresa Garcia seconded and the Committee unanimously agreed to adjourn the meeting at 4:26pm.

Submitted by Marcie Morihiro, February 13, 2016.