

**Executive Committee Meeting
Minutes**
Wednesday, February 17, 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 2:02pm.

1. **Approval of 2/3/2016 Executive Committee Meeting Minutes**

The 2/3/2016 Executive Committee Meeting minutes were unanimously approved by all present.

2. **Presidential Leadership Fund (PLF) – Sheona Som, Director**

Sheona Som, Director of the PLF, announced that she is currently working on a one-year impact report on the projects that received PLF funding in the 2014-15 academic year which are shared with the donors who give money to the PLF. Sheona informed all that the Spring 2016 PLF cycle will begin on February 29, 2016 and will close at the end of March. There will be (4) information sessions offered and she encouraged Faculty to attend one of the sessions, which will be announced in a later e-mail. Students are also allowed to apply, but they must have a faculty advisor. In addition to the PLF, Sheona mentioned the Excellence Awards with nominations open to any Faculty or Staff member for exceptional leadership. This will be announced later in Spring 2016 semester.

3. **CoE Development Update – Dan Montoya, Senior Director of Development for CoE**

Dan Montoya, Senior Director of Development for the CoE, spoke with the Committee regarding:

- A) Dan attended the 2/9/16 Faculty Meeting and in response to Faculty inquiries about the amount of money that is coming directly to the CoE from Development efforts, Dan will be attending the Executive Committee Meetings once a month to give a report on the philanthropy funds (not research funds) that are coming into the CoE.
- B) The Chairs asked Dan about how much of the \$672M of the Campaign for SDSU funds are coming into the CoE and Dan said it was a complicated schematic. Many of the \$672M funds are from individuals, corporations and foundations (some of these donations are given as planned gifts, stock options or percentage of a home). The Chairs would like to see a breakdown by the Departments of the “realized” money that is coming into the CoE.
- C) Dan would like to have an easy to understand description from the Chairs on the research that each of their Faculty are involved in (somewhat similar to what is on the ME Department website), this way Dan can use this information to ask for funding when he meets with donors.
- D) Dan and the CoE Development Team, Linda Drevno and David Zhang, will be attending CoE sponsorship table (8 seats total) at the 2016 National Engineers Week Annual Awards Banquet, on Friday, February 26, 2016, from 5:00pm-9:30pm, along with Dean Mehrabadi. The Dean and Dan encouraged the Chairs to attend this important networking event to meet other Engineering Societies, as well as, local Engineering companies that may be interested in partnerships with SDSU CoE.

4. **Status of ABET Departmental 30-day Responses (Due March 1 to ABET)**

The Dean has received the drafts of the 30-day response ABET reports from all Chairs (ECE and the Institution do not have to submit a response as they did not have any weaknesses or concerns). The Dean will review and discuss the drafts with the Chairs by end of day, Monday, 2/22/2016, with the final reports being sent to ABET on Thursday, 2/25/16. The reports are due to ABET by Tuesday, March 1, 2016.

5. **CoE Space Allocation Committee**

The Dean announced that the the CoE Space Allocation Committee has recommended, among other things, that all Faculty who will be FERPing move to offices in Adams Humanities in Summer 2016.

6. **Status of Faculty Hires**

With the issue of space for new faculty in the CoE, the Dean asked the Chairs to have their respective Faculty Search Committees create and submit to the Dean, a ranked Excel spreadsheet of their candidates including the following information: i) Minimum lab space required, and ii) the dollar value of the equipment the new faculty needs in the 1st and 2nd years.

A) AE Department – i) AE Chair (Dr. Abraham) – Two candidates are being invited to campus for interviews towards the end of February/beginning of March; and ii) AE Technician (Dr. Plotkin) – Dr. Xiaofeng Liu recruited an applicant, however, they are overqualified having a Ph.D. degree.

B) CCEE Department (Dr. Supernak) – i) EnvE position – Fourth and final candidate is being interviewed at SDSU today; and ii) CEM Chair (Dr. Supernak) – (15) applications have been received.

C) ME Department (Dr. Abraham) – Mobile Energy position – Three candidates are being invited to SDSU for interviews on 2/25; 2/26 and 3/1/2016.

D) Dean's Office (Dean Mehrabadi) – Associate Dean position– Of the (6) candidates whom the Committee interviewed via Skype, only one candidate was found acceptable. The candidate will be invited to SDSU for an on-campus interview in early March.

7. **Faculty Assigned Time Requests for F16**

The Dean spoke about the Faculty Assigned Time Requests for F16 and mentioned that Departments should try to abide by the same rules across Departments regarding the Assigned Time Policy. We cannot expect to have probationary faculty transit from teaching (1) course to (3-4) courses per semester.

8. **Status of 120-unit Curriculum Proposals**

The Chairs gave the following updates regarding the status of their Department's 120-unit Curriculum Proposals, the Dean would like these proposals uploaded to Curricunet as soon as possible and to notify him when they have been uploaded:

A) AE – Dr. Plotkin has created a report for AE similar to the ME reports and has given to Dr. George Youssef for review.

B) CCEE – Dr. Supernak has been in Reno, Nevada, for a student competition but before he left the CCEE Department Curriculum Committee was to meet with Dr. Youssef. Dr. Supernak will follow-up with the Committee on the status of the CCEE proposals.

C) ECE – Per the Dean, ECE already has a low number of units: Computer – 125 units and Electrical – 128 units and they are not planning on submitting a proposal to cut any further units.

D) ME – Dr. Youssef has already completed the ME proposals and they are uploaded to Curricunet.

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

The Provost's Office sent an e-mail reminder that Marcie forwarded to 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).

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

Theresa Garcia announced that Donovan Geiger will be taking the lead on Explore SDSU and that the schedule is almost complete. Theresa handed out an updated 2016 Explore SDSU agenda. The following items need to be confirmed by the Chairs and Donovan: i) Donovan is going to speak with

the AE Design Build Fly team to see if they will be holding a demo; and ii) Dr. Supernak will check with Dr. Natalie Mladenov about doing a demo instead of Dr. Temesgen Garoma, but the other two demos are confirmed. Theresa asked if there were any other additional demos that could be presented by the Departments as most of the demos fill up quickly and we will be having an extra group of Native American students that will be attending the Engineering Explore SDSU event.

11. **Engineering Design Day**

Marcie sent an e-mail to all Capstone/Senior Design faculty for each Department, which included the online registration form for 2016 Design Day and other preliminary planning information. Engineering Design Day will be held: Wed, May 4, 2016 – 1pm-4:00pm – Montezuma Hall (**day before the last day of classes**)

12. **Senior Banquet**

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

13. **2/17/2016 Dean's Development Council (DDC) & Academic Dean's Council Meeting (ADC):**

1) **DDC Meeting**

SDSU will be holding a Campaign Celebration in April 2017 and the Montys Alumni Award will be postponed to Fall 2018 as many Alumni will be invited to the Campaign Celebration.

2) **ADC Meeting**

A) **Assigned Time (AT)** - Academic Affairs (AA) distributed an updated list of the AT codes and a guideline for AT allocation. The University's cost of giving out AT to faculty in AY 2014-15 was \$29M. Academic Affairs is asking the Colleges to reduce the AT in AY 2015-16. To incentivize the Colleges, the savings will be returned to Colleges as a one-time funding.

C) **Request for Tenure-Track Search 2016-17 Form** – AVP, Kathy Lamaster, distributed a draft of the form and she asked that all feedback be submitted by Wednesday, 2/24/2016. The Dean asked the Chairs to review the form and send him feedback by end of day, Monday, 2/22/2016. The Dean called special attention to items 2-4 on the form which ask about office/research space and anticipated renovation costs.

D) **Contingency Plan for Faculty Strike** – The University is developing a contingency plan in the event that the Faculty strike in April. There are still on-going talks between CSU and the CFA.

E) **Enrollment Management** - Sandra Cook announced that the University Student Success Committee had very positive feedback on their initiatives and also announced that in regards to the Super Senior Project, 78% applied or graduated throughout the University as compared to 69% last year. Sandra Cook and the Provost were both pleased that the CoE PACES Advising Center had a positive impact on Student Success.

F) **DFW Rates** – Dr. Stephen Schellenberg distributed a report on the College's DFW rates and Engineering did not have a high rate of intervention as others. The rate of intervention for other Colleges in the DFW courses was in the 85%-90% range while for Engineering it was only 15%.

F) **SDSU Georgia Program** – A student in the SDSU-Georgia Program has founded a professional student society in Georgia to promote STEM fields in elementary and high schools.

G) **Strategic Plan for Colleges** – The Deans will be meeting with Academic Affairs and the AVP for Graduate Research to start spending resources in alignment with the SDSU Strategic Plan initiatives.

H) **External References for RTP** – Currently, College of Sciences requires external references for RTP. The Academic Affairs is encouraging other Colleges to start a dialog amongst their faculty to amend their RTP policy to include external references.

14. **Roundtable**

Dean Mehrabadi – In response to Chairs request for ways to make revenue in their Departments, the Dean has invited Dean Joe Shapiro, College of Extended Studies and Francesa Ringland, Associate Dean for Programming, College of Extended Studies, to attend the 3/2/2016 Executive Committee Meeting at 3:30pm. The Chairs should e-mail questions that they have for Dean Shapiro and Francesca in advance of the meeting.

Dr. Janusz Supernak – Dr. Supernak attending the Reno Competition over the weekend and the students won a bronze medal in Commercial Construction and they did excellent in their presentations.

Theresa Garcia – Theresa handed out a flyer for the SDSU Engineers Without Borders Annual Fundraiser taking place on Saturday, February 27, 2016, from 5:30pm-8:30pm, at the Francis Parker School, Linda Vista Campus. Dr. Julio Valdes will be playing live music and a live painting by featured artist, Michael Summers, will be auctioned, along with other raffle and silent auction items.

Having gone through all the items on the agenda, Dr. Janusz Supernak moved, Dr. Plotkin seconded and the Committee unanimously agreed to adjourn the meeting at 4:10pm.

Submitted by Marcie Morihiro, February 18, 2016.