

**Executive Committee Meeting  
Minutes**  
Wednesday, March 2, 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 Morihiro; Jacqueline Lane and Sem Tran (for College of Extended Studies topic)

**Guests:** Tamara McCloud, Executive Director, College of Extended Studies  
Francesa Ringland, Associate Dean for Programming, College of Extended Studies

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

1. **Approval of 2/17/2016 Executive Committee Meeting Minutes**

The 2/17/2016 Executive Committee Meeting minutes were unanimously approved by all present.

2. **Provost Innovation for Excellence Award**

The Provost's Office received one application from Dr. Chris Mi for Electrical & Computer Engineering. [Update 3/20/16 – The Dean has submitted his letter of support to the Provost's Office.]

3. **Application for PLF Funding (Due April 1, 2016)**

A campus wide e-mail has been sent to Faculty and Staff regarding the PLF application deadline of April 1, 2016, as well, the e-mail listed dates of PLF workshops and Faculty are encouraged to attend.

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

The 30-day Responses were submitted a few days prior to the deadline of March 1, 2016 and they are being processed by ABET. To date, we do not have any updates from ABET.

5. **Endowment Funds**

The Dean explained that the corpus account (N-fund account) of (True) Endowment funds are not to be touched and that the earnings account (C-fund account) can be used according to the objectives of the donors of the endowment fund.

6. **Summaries of Faculty Research Expertise (Due March 16, 2016)**

The Dean would like the Department Chairs to submit a summary of their respective faculty's recent research activities with a photo and easy to understand description of their projects. This document will be utilized by the CoE Development Team when speaking with industry and other potential donors interested in supporting faculty research. The document is due by March 16, 2016.

7. **Status of Faculty Hires**

The Dean reminded all present that any positions that are not filled will not be taken away and will be approved for the next academic year, so we should not consider extending an offer to a mediocre faculty candidate:

A) AE Dept – i) AE Chair (Dr. Abraham) – (2) candidates coming for on-campus interviews the week of 3/7-3/11/2016. Of the two candidates, one is also applying for the Associate Dean Position; and ii) AE Technician (Dr. Plotkin) – no new updates, still have not received any qualified applicants.

B) CCEE Dept – i) EnvE (Dr. Supernak) – Received (140) applications and (4) candidates chosen for on-campus interview at conclusion of Skype interviews. Dr. Supernak is hopeful that all (4) candidates will be good; and ii) Construction Engineering Chair – (19) applications received and there are (7) in tier-1 for the Skype interviews and of the (7), (4) of the candidates are quite good.

Mark Filanc was involved as a non-voting member for the candidates chosen to be selected for the Skype interviews.

C) ECE Dept (Dr. Mi) – There are (4) ECE positions open and of these (1) search is finished, for the other (2) positions there are good candidates and for the (1) Smart Health Institute position, there is a candidate coming in on Friday.

D) ME Dept – Mobile Energy (Dr. Abraham) – (3) candidate came to SDSU for interviews and the ME Search Committee and the ME Faculty are in the process of concluding the search.

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

The Dean updated the Committee on the 120-unit proposals as follows:

A) AE and ME Departments have uploaded their proposals to Curricunet.

B) Civil Engineering Program was one day late in submitting the Civil proposals and the proposals could not be uploaded. The Dean has sent an e-mail to Greg Wilson to see if the proposals could be uploaded manually. [Update 3/20/16 - Greg was not able to upload the proposals after the deadline. Civil will need to re-submit their proposals in the 2016-17 academic year for unit reduction in 2017-18.]

C) ECE Department did not have any further unit reductions as their programs already have low unit requirements.

The next step will be for an e-mail to be sent to Department Chairs for signatures on the proposals.

**9. Undeclared Majors**

Theresa Garcia announced that the Undergraduate Division is having a fair for Undeclared Majors on March 7 & 16, 2016. The PACES Advisors will host a table or be at the sessions to network and talk with students. This fair is important as we need to encourage undeclared students to declare their Engineering major so we don't have students with 90+ units turning into Super Seniors. As well, the Engineering majors need a lot more general math classes than other majors and if we can catch them early we can keep them on track to graduate in a timely manner. An e-mail from the Undergraduate Division had gone out to all of the CoE Faculty Advisors but so far they have not received any responses. Once the new Associate Dean comes into office, he/she will need to work on engaging the Faculty with advising.

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

Theresa Garcia updated the Committee on Explore SDSU, taking place on Saturday, March 19, 2016. Dr. Allen Plotkin and Mr. Silva will represent the AE Department. Drs. Janusz Supernak, Robert Dowell, Natalie Mladenov, and Miguel Ponce are confirmed from the CCEE Department, Theresa is working on finding a room for Dr. Mladenov's session. Drs. Satish Sharma, Sabzehgar, Professor Ken Arnold, and Mr. Mark Bruno are confirmed from the ECE Department and Dr. Madhu Gupta will be speaking for Dr. Chris Mi at the ECE Department Chair Information Session. Drs. John Abraham, Karen May-Newman, Kaveh Akbari Hamed, Professor Johnston, and Mr. Michael Lester are confirmed for the ME Department.

**11. Engineering Design Day (Wednesday, May 4, 2016 – 1:30-3:30pm – Montezuma Hall)**

Marcie Morihiro reminded Committee that online Design Day Registration forms are due by Friday, March 18, 2016. Reminder e-mails are being sent to the Senior Design/Capstone faculty. The Committee was made aware that the Engineering Dean's Advisory Board Meeting will also be taking place on Wednesday, May 4, 2016 from 8:30am-1:15pm, in the ASU Templo Mayor Conference Room. Marcie will be sending a Google invite at the conclusion of the Executive Committee Meeting.

**12. Engineering Senior Banquet (Thursday, May 5, 2016 – 5:30pm-7:30pm – PPG Alumni Center)**

**13. 3/2/2016 Dean's Research Council (DDC) & Academic Dean's Council Meeting (ADC):**

A) Dean's Research Council (DRC)

1) Graduate Enrollment Targets – Graduate Affairs is pressuring the CoE to meet its graduate enrollment targets. In a recent meeting at the Graduate Affairs, the ECE Department was singled out because its graduate enrollment numbers dropped substantially. Dr. Mi explained that this is due to ECE raising their standards for admission because applicants' GRE scores were not high enough and the ECE graduate classes were too large (70+). A subsequent meeting is scheduled to address this issue further.

2) Plagiarism – The University is looking at putting in place a policy for revoking graduate degrees if a student is found guilty of plagiarism even after they have graduated. The University is also looking into purchasing a more powerful software for detecting plagiarism.

3) IP Restrictions – Regarding research sponsored by corporations, the VP for Research, Dr. Stephen Welter emphasized that the University cannot approve any proposals when the corporation places restriction on publications.

4) Research Infrastructure Needs – Dr. Stephen Welter, VP of Research and Dean of Graduate Affairs, has requested that each College submit their top 10-ranked Research Infrastructure needs in three weeks. The Dean would like the Department Chairs to submit their needs by March 23, 2016.

**B) Academic Dean's Council (ADC)**

1) College of Extended Studies (CES) – CES is in financial trouble because the economy is improving and people are going back to work and not taking professional development courses. CES contributed \$1.3M to Academic Affairs and gave \$30M to the EIS Complex. They are talking about reducing the percentage of funds given for new programs.

2) Tenure-Track Request Form – Kathy Lamaster, AVP Academic Affairs, did not incorporate the changes that the Dean's submitted but she said that Dean's were free to add additional information at the bottom of the form.

3) Concerted Activities – At this point the CFA is discussing a 4-5 day strike.

4) SDSU Georgia Program – Visiting faculty from Georgia in Computer Engineering enjoyed their visit at SDSU.

5) Kyoto Prize Symposium – The lecture will be based on Materials Engineering and the Provost would like Engineering Faculty to be present.

6) Climate Survey of Faculty – Senior Faculty morale was lowest and the Provost wants to improve the morale of the Faculty. At the ADC meeting, it was brought up that Staff morale is very low and that the HR Department is to release a Staff Climate Survey in the coming months.

7) New Senate Teaching Evaluation Guidelines – The Departments should meet with Faculty and develop an evaluation questionnaire that will stay within Senate Guidelines.

**14. College of Extended Studies (CES) - Tamara McCloud & Francesa Ringland**

The Dean invited Tamara McCloud, Executive Director, CES and Francesa Ringland, Associate Dean for Programming, CES, in response to Department Chair inquiries on how the Departments can generate revenue. Tamara and Francesa provided handouts to the Committee members on the various ways CES can help a Department bring in revenue, including: Program proposals, cluster programs, Degree programs, Certificate programs, lectures and workshops. Jacqueline Lane posed a question on how the 35%-40% revenue for Open University students is calculated and if there is a way for the Colleges to receive the allocation prior to April/May of the fiscal year. Tamara and Francesa said that the process is extremely complicated and that they are in the middle of trying to streamline the process and have more transparency to the Colleges. For now, they didn't have specific answers and the allocations cannot be given earlier than the normal April/May time frame.

**15. Roundtable**

There were no items discussed at the Roundtable.

Having gone through all the items on the agenda, Theresa Garcia moved, Dr. John Abraham seconded and the Committee unanimously agreed to adjourn the meeting at 4:27pm.

Submitted by Marcie Morihoro, March 20, 2016.