

Executive Committee Meeting Minutes

Wednesday, August 3, 2016
2:00pm, E-203 Dean's Conference Room

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

Absent: Dr. E. Olevsky (conference)

Guest: Leslie Schibsted, AVP for Development & Dan Montoya, CoE Senior Director of Development

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

1. Introduction of new Executive Committee Members

Dean Mehrabadi introduced and welcomed Dr. Ping Lu, Professor & Chair, Department of Aerospace Engineering and Dr. Eugene Olevsky, Distinguished Professor & Associate Dean for Graduate Studies & Research.

2. Development Update – Leslie Schibsted & Dan Montoya

Leslie Schibsted, AVP for Development & Dan Montoya, CoE Senior Director of Development, provided the following Development updates: 1) 2015-16 was the best fundraising year for the SDSU Campaign with the University raising \$107M. More than \$710M has been raised for the Campaign with a total goal of \$750M; 2) Development is a collaborative effort and the Development team is here to help the Colleges and Departments with their philanthropic efforts; 3) SDSU has, for the 4th year in a row, received an award from the Council for the Advancement and Support of Education (CASE). In 2016, the University was one of only 20 in the country to receive a CASE award for Sustained Excellence in Educational Fundraising; 4) The fundraising for the \$90M EIS Complex has crossed the \$5M mark and there is \$25M more to go. The topping off ceremony will be in late October and all donors who made a significant contribution will be invited for lunch and to sign their names on the last beam that goes on the EIS Complex; 5) The ONR E-STEP Program, is now being run by CSU San Marcos and is not associated with SDSU. Any CSU San Marcos staff that may contact Chairs or Faculty, should be directed to Dean Mehrabadi or Marcie Morihoro. SDSU students are able to apply for the E-STEP Program via the CSU San Marcos website; 6) Dan Montoya has accepted a new position at SDSU as Assistant Vice President of Alumni Engagement and will begin September 1st. There is currently a search for a new Senior Director of Development for Engineering and Dan will continue to help Engineering during the transition, as well. Leslie has been well-informed of the efforts in Engineering and will also be able to support Engineering.

3. Approval of 7/6/16 Executive Committee Meeting Minutes

Theresa Garcia suggested a process change to Item #3 in the Engineering Scholarships section which stated: “3) For scholarships that fall under the College, Theresa will receive the applications and essays of the applicants and she will forward a packet to the Scholarship & Awards Committee who will then identify the top (3) candidates for each scholarship, in the event that the top candidate does not satisfy all the requirements for a scholarship and is disqualified the next candidate on the list will receive the scholarship”. Theresa asked for a vote of the Committee that Theresa instead give access to the USMS system to each of the College Scholarships and Awards Committee members so they are able to review the scholarships online which sometimes exceed 50+ applications. This way the Committee members will be able to view the applications 24/7 and from any location. The Dean made a motion for the Committee to vote and Dr. Supernak moved; Dr. Abraham seconded; and the Committee unanimously voted “yes” to Theresa’s suggested process. The 7/6/16 Executive Committee Meeting Minutes were unanimously approved by the Committee members in attendance.

4. **Student Success Fee Procedures**

The Dean updated the Committee that the student success fees have been increasing and Engineering student clubs are receiving upwards of \$45K. Starting with Fall 2016, the Departments will be directly receiving the student success fees and will manage ordering the supplies that their respective student clubs need and the Faculty club advisors will be responsible for approving the charges to avoid any fraudulent charges and to ensure that the funds are being appropriately utilized.

5. **Sabbatical & Difference-In-Pay (DIP) Leave Applications**

Marcie Morihiro distributed to each of the Chairs the list of faculty who are eligible for Sabbatical & DIP in their Departments. Faculty who are eligible for Sabbatical & DIP Leaves need to submit their applications to their respective Department Chairs by September 16, 2016.

6. **Requests from Campus Office of Advising & Evaluations**

Theresa Garcia provided a handout to the Committee from the University Office of Advising & Evaluations (A&E) which listed the most frequently repeated requests from students. A&E would like the CoE to review, answer and make necessary changes. The Committee reviewed the list and agreed, at this point in time, to make the following changes: 1) Include the 'Retention Policy' as a disclaimer in the SDSU General Catalog; 2) In regards to the RAAR process and prep for major, the Chairs agreed that it would be okay for a Department to send the RAAR form directly to A&E (for example: If the Biology Department approves a course taken elsewhere and meets the Engineering Biology requirement, the Biology Department could send the RAAR form directly to A&E, instead of the current process of the RAAR form coming back to the major Department Chair for a second approval) and; 3) Eventually, the CoE will waive the "same" rule for GE Explorations in Humanities, but for now, we will wait to update the catalog until the "towards" 120-unit proposals have been processed.

7. **CoE Advising Structure**

Theresa Garcia has prepared a College of Engineering Report in regards to the CoE Advising Structure. Theresa has asked the Chairs to review the document and confirm the number of faculty advisors, as well as inform her of any edits or data correction. Theresa needs this information by Wednesday, August 10, 2016.

8. **Catalog Issues**

Theresa Garcia asked the Chairs to make sure that the MYMAPS are consistent with the Departmental Master Plan and the requirements listed in the SDSU General Catalog.

9. **Draft of CoE Information Brochure**

Marcie Morihiro handed out an updated draft of the CoE Information Brochure and the Committee members reviewed and provided edits and updates. The next draft will be distributed at the 8/17/16 Executive Committee Meeting.

10. **2016-17 CoE Important Dates to Remember:**

- **Aug 22, 2016 (Mon)** – 8:30am-1:00pm - **Faculty/Staff Retreat**– Bioscience Gold Auditorium
- **Aug 22, 2016 (Mon)** – 5:30pm-7:30pm – **Engineering Gathering** - Gordon Biersch Restaurant
- **Nov 4, 2016 (Fri)** - 8:30am-1:30pm - **Fall 2016 Engineering Advisory Board Mtg** – Aztec Student Union Center, Templo Mayor Conference Room
- **March 2017** – Explore SDSU (Date to be confirmed)
- **May 3, 2017 (Wed)** – 8:30am-1:30pm – **Spring 2017 Engineering Advisory Board Mtg** – Aztec Student Union Center, Templo Mayor Conference Room
- **May 3, 2017 (Wed)** – 1:30pm-3:30pm – **2017 Engineering Design Day** - Aztec Student Union Center, Montezuma Hall

- **May 4, 2017 (Thu)** – 5:30pm-7:30pm – **2017 Senior Banquet** – PPG Alumni Center
- **May 12-14, 2017** – 2017 Engineering Commencement (date to be confirmed)

11. 7/22/16 & 8/3/16 – Academic Dean’s Council (ADC)

A) Communication & Campus Activism – 1) It is important to communicate the on-going issues and the measures taken by the University to address those issues. For example, it may not be known that the University is setting aside \$6.1M in renovation costs to provide new gender neutral facilities across campus.

B) AVP Updates:

1) Enrollment Management – Sandra Cook, AVP Academic Affairs – Enrollment, provided a proposed timeline of the class schedule production. Enrollment Services wants to start planning the Summer schedule in November instead of April so that students can plan for their Summer schedules in advance and boost the Summer FTES. The University did not achieve its FTES target for Summer 2016. The CoE exceeded its FTES target by 20.

2) VPAA#’s – The CoE has (6) searches for 2017-18 and (5) of the positions have VPAA#’s.

3) Advising Plan – Nora Shultz, AVP Division of Undergraduate Studies, would like the Assistant Deans to be the point person for each Colleges’ Advising Plan and the one-page plan is due by the next ADC Meeting which is August 17, 2016. The plan is to develop a uniform advising plan, but tailored to the specific Colleges’ needs.

4) SDSU Georgia Program – There was a cohort of SDSU students visiting SDSU Georgia for the summer.

5) Announcements

There are now only 163 Super Seniors (150+ units) for all Colleges. For the University there is an (85%) 6-year graduation rate and a (54%) 4-year graduation rate.

12. Roundtable

Dr. Janusz Supernak – Drs. Sahar Ghanipoor Machiani and Terry Yang submitted a joint proposal with Geography as Co-PI’s for \$100K. Dr. Natalie Mladenov has submitted an NSF Career proposal.

Dr. Ping Lu – Dr. Xiaofeng Lu has submitted his second NSF Career proposal and is visiting the Navy this summer.

Dr. Chris Mi – 1) Dr. Satish Sharma received a \$469,555 grant from the DOD Office of Naval Research; 2) Two of Dr. Mi’s students, Fei Lu & Hua Zhang received an IEEE paper award; 3) Dr. Mi also brought up the issue of “fake waitlists”. All (5) sections of the EE 330 lab are showing full due to redundant students on multiple waitlists. Theresa Garcia is going to talk to Enrollment Services to see if redundant students can be removed as it creates a false need for additional sections of a course; and 4) Dr. Mi would like the College to look at the charges that the Machine Shop is charging back to Departments. He mentioned that consumables/perishables should be covered by Department but machine equipment/parts should be paid by College.

Theresa Garcia – Theresa announced that Mechatronics did not make it passed semi-finals due to electrical complications.

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 4:23pm.

Submitted by Marcie Morihoro, August 14, 2016.