

**Executive Committee Meeting
Minutes**
Wednesday, August 17, 2016
2:00pm, E-203 Dean's Conference Room

Present: Dean M. Mehrabadi, Drs. J. Abraham, C. Mi (via phone), E. Olevsky, J. Supernak; Theresa Garcia and Marcie Morihiro

Absent: Dr. P. Lu (Dept. Chair Orientation)

Dean Mehrabadi called the meeting to order at 2:07pm.

1. **Approval of 8/3/16 Executive Committee Meeting Minutes**

Minutes will be e-mailed later for review and approval at 9/7 Executive Committee Meeting.

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

The Dean asked the Department Chairs to announce the deadlines for the Sabbatical & DIP Leave in their respective Departmental Retreats. Faculty who are eligible for Sabbatical & DIP Leaves need to submit their applications to their respective Departments by September 16, 2016. Department Chairs are to submit ranked Department applications to Marcie Morihiro by end of day, October 5, 2016.

3. **Election of CoE Committee Members**

Dean Mehrabadi distributed to each Department Chair the 2015-16 College of Engineering Committees list with faculty members whose terms ended in 5/16 or will end in 1/17, for elections in Department Faculty Retreats.

4. **Fall 2016 Peer Advising Center for Engineering Students (PACES)**

Theresa Garcia handed out a PACES flyer which listed the tentative hours for Fall 2016.

5. **Fall 2016 Waitlist**

Theresa Garcia informed the Committee of the following: 1) All students should have been able to register by the afternoon of 8/16/16. Sophomore students are seeing all Waitlists for Engineering courses and Theresa asked that the Department Chairs look at the Waitlists and see if enrollments can be increased to allow the Waitlist students to be added to courses; 2) On page 65 of the Senate Policy the registration date rankings for freshman, sophomores, etc., is listed; and 3) Faculty have until 9/8/16 to drop students who do not meet the pre-requisites for a course.

6. **RWS 305W Course Availability**

Theresa Garcia announced that Footnote 19 – “Open to engineering majors only. Interested non-majors may enroll as space permits” was not included on the Fall 2016 schedule until 8/16/16 for (2) sections of the RWS 305W writing course that Engineering students need to take. As a result, these (2) sections of the course are available and only half full. Theresa gave a handout that listed the course information and asked that the Department Chairs inform their students.

7. **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 9/7/16 Executive Committee Meeting.

8. **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)

9. **8/17/16 – Academic Dean’s Council (ADC)**

1) Physics Courses - The College of Engineering had 759 freshman for the 2015-16 AY and the CoS and Academic Affairs after exhausting their funds for adding Physics labs for Engineering students, asked the CoE to cover the instructor salary for two Physics 195L sections.

2) SDSUID – New SDSU students are being given an sdsu.edu e-mail address to keep the students connected to SDSU and with the SDSUID, the students will be given for free: Office 365, Zoom, and wi-fi access through EDUROAM.

3) New Strategic Plan for 2016-17 – 1) SDSU 5-year graduation rate is expected to increase from 68% to 73.5%. The exact figure will be determined after the Fall 2016 census; 2) SDSU research awards increased to \$129.5M (last year it was \$121M). This increase is attributed to new faculty and the GREW Program; 3) 120-unit Proposals – There is new pressure from the Chancellor’s office to move forward with the approval of the CoE proposals to reduce the number of required units. Dean Mehrabadi and Dr. George Youssef will be meeting with Dr. Norah Shultz, AVP Division of Undergraduate Studies, on August 25, 2016, to expedite the routing of the CoE proposals.

2) AVP Updates – 1) Dr. Joanna Brooks, AVP Faculty Advancement, said that the new Faculty are upbeat; 2) Dr. Sandra Cook, AVP Enrollment announced that: A) the Summer and Spring schedules will be done at the same time; and B) CSU has announced new goals for the graduation rates. By 2025, 6-year graduation rates are to increase from 68% to 86% and 4-year graduation rates are to go from 36% to 54%.; 3) Dr. Radmila Prislin, AVP Resources, stated that the SDSU AA base budget is \$141M, which is 2% more than last year and does not include Faculty and Staff raises. 92% of the budget goes towards salaries and the remaining 8% is operational budget. The Student Success Fee will be added and 90% of the fees will go towards new Faculty hires and the remaining 10% will go to students; 4) Dr. Norah Shultz, AVP Division of Undergraduate Studies, has received the Advising Plans from all Colleges and the next step is to find out what is common between all Colleges and to find a formal structure that will work for the Colleges.

3) 2017 Engineering Commencement – CoE Commencement will be held on Saturday, 5/13/2017, at 5:30pm, in the Viejas Arena.

4) Faculty Appointments with Immediate Tenure – These appointments are for positions such as Department Chair or upper administration positions.

10. **Roundtable**

Dr. Eugene Olevsky – Dr. Olevsky noticed that once a research proposal is approved all records of the proposal in Infoed disappear.

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 3:29pm.

Submitted by Marcie Morihiro, September 3, 2016.