

Executive Committee Meeting
Minutes
Wednesday, September 7, 2016
2:00pm, E-203 Dean's Conference Room

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

Guest: Kim DuFour, CoE Senior Director of Development

Dean Mehrabadi called the meeting to order at 2:05pm.

1. CoE Development Update

The Dean welcomed our new CoE Director of Development, Kim DuFour, and Kim made brief introductory remarks. Marcie Morihiro will be setting up the first individual meetings with each of the Department Chairs in the next couple of weeks.

2. Approval of 8/3/16 & 8/17/16 Executive Committee Meeting Minutes

[Update 9/14/16: Committee did not have time to approve minutes during the 9/7/16 meeting and the minutes were unanimously approved via e-mail with a couple of minor edits approved by all members. 8/3 & 8/17 minutes were e-mailed to all Faculty and Staff on 9/15/16.]

3. 2017-18 Faculty Positions – Department Committees

1) The Department Chairs provided updates on their respective 2017-18 Faculty positions:

A) Dr. Janusz Supernak – i) Construction Endowed Chair: no applications received to date; position has been posted on Interfolio and in Civil Engineering professional publication; and ii) EnvE, AoE Blue Gold – VPAA# has been issued and Dr. Supernak to check to see if the position has been posted to Interfolio.

B) Dr. Ping Lu – i) AE faculty position: print ad to run in Aerospace America, ad has been running on Academic Keys for three weeks and some inquiries have been received; and ii) AE Technician – AE has formed a Committee which includes Drs. Joe Katz, Xiaofeng Liu and Greg Morris. The job description has been modified and refined and submitted to HR for approval.

C) Dr. John Abraham – Both ME faculty positions have been advertised for September and October. There have been (27) applications received for the Materials position and Dr. Abraham to check on number of applications received for the Smart Health Institute position.

2) Dean Mehrabadi asked the Department Chairs to confirm that the Faculty Search Committees for each of the 2017-18 faculty positions were approved by the Department Faculty. All Department Chairs confirmed that the University and College policies were followed.

4. Faculty Evaluations

Changes to Faculty Evaluations are due to the University on October 1, 2016. Theresa Garcia will draft a new template and will e-mail it to the Department Chairs. The Dean has asked that the Chairs share the template with their Faculty in their next Department Faculty Meetings for comments and feedback. The revised draft incorporating these comments will be reviewed at the 9/21/16 Executive Committee Meeting.

5. Cymer Visit

Cymer has expressed interest in collaborating with the SDSU Engineering Faculty. The first group of faculty working in the areas of interest to Cymer (lasers, control, etc.) are scheduled to visit the company on 10/25/16. Future visits by Cymer scientists and engineers will be scheduled at a later date.

6. “Towards” the 120-unit Proposals

Dean Mehrabadi and Dr. George Youssef had a meeting with Dr. Nora Shultz, AVP Undergraduate Studies, on 8/25/16, to discuss Engineering's “towards” the 120-unit proposals. In the meeting Dr. Youssef emphasized that Engineering is not proposing new GE courses for the University as a whole.

But the objective of the Engineering proposals is to show that some required Engineering courses address the same competencies as the GE courses that are required of students to take in order to achieve those competencies. Each Department Curriculum Committee is to review and upload the proposals on CurricUNET as soon as possible.

7. Fall 2016 Enrollment – Waitlist

Theresa Garcia informed the Committee of the following in regards to the Waitlist: 1) There are some Engineering classes that have students enrolled in excess of the listed room capacity on the Class Schedule. The Department Coordinators need to work with Arlene Gibson on resolving the issue; and 2) After the 5th day of instruction, Faculty are responsible for managing the Waitlist and adding students to courses, as students are no longer automatically added.

8. Spring & Summer Schedules

Theresa Garcia mentioned that some students who are taking ME 490A in Spring 2017, are interested in taking ME 490B in Summer 2017. There is also some interest in taking ENVE 554 and ME 495. Theresa brought this up to the Department Chairs for consideration as Spring and Summer schedules will be released in November.

9. Review of 2016-17 CoE Committees

Marcie Morihiro distributed a draft of the 2016-17 CoE Committees and asked that the Committee members review them for accuracy. The CoE Constitution & Bylaws Committee is currently updating the CoE Bylaws incorporating the new committee names and adding the Student Success Committee to the CoE Policy File. Theresa Garcia will submit the verbiage for the latter to the Committee.

10. CoE Information Brochure

The Executive Committee was given a semi-final draft of the CoE Information Brochure and each member was asked to review and submit any final edits to Marcie Morihiro by the 9/21/2016 Executive Committee Meeting. All final edits will be incorporated and SDSU Marketing and Communications Department is working on final approved SDSU College of Engineering logos to utilize on the front cover of the brochure. Once the logos are received, the brochure will be sent for printing.

11. 2016-17 CoE Important Dates to Remember:

- **Oct 4, 2016 (Tue)** – 11:00am-12:00pm – **CoE Faculty Meeting** – Bioscience Center
- **Nov 4, 2016 (Fri)** – 8:30am-1:30pm - **Fall 2016 Engineering Advisory Board Mtg** – Aztec Student Union Center, Templo Mayor Conference Room
- **Mar 18, 2017 (Sat)** – 8:00am-2:00pm - **Explore SDSU**
- **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 13, 2017 (Sat)** – 5:30pm-7:30pm – **2017 Engineering Commencement** – Viejas Arena

12. 9/7/16 – Dean’s Research Council (DRC) & Academic Dean’s Council (ADC)

1) DRC

A) EndNote Software - Dr. Suchi Ayala, Associate Dean for Research, College of Health & Human Services, would like the University to purchase a software license for EndNote which organizes references for research papers, so that each College does not have to buy the licenses individually. If the Colleges want an EndNote license, they would have to contribute to the licensing fees that the University will pay. The 2016 license fee rate is \$22,500, but SDSU would receive it for \$15K with unlimited site access.

B) Zahn Innovation Platform (ZIP) LaunchPad – Cathy Pucher, Executive Director of Zahn Center, gave a presentation and handouts on the ZIP Launchpad. In her presentation she spoke about two Mechanical Engineering projects that went from concept to market. Kyle Kitzmiller, Mechanical Engineering graduate, is managing the Fenton Idea Lab.

C) Graduate Student Enrollment Targets – Dr. Ed Balsdon, Associate Dean of Graduate and Research Affairs, spoke about the graduate student enrollment and showed graphs of how all Colleges are doing in meeting their enrollment targets. CoE did not meet its graduate student target enrollment last year. For 2016-17, Dr. Balsdon asked that CoE programs establish their long and short term goals. The Dean asked Dr. Eugene Olevsky to work with the CoE Graduate Council on creating a unified vision and mission statement for the CoE graduate programs.

2) ADC

A) Design Thinking Lab

Kevin Popovic, the new Director of the Zahn Innovation Platform (ZIP) Launchpad made a presentation about the new Design Thinking Lab and announced that monthly workshops are available for faculty who are interested in developing their design ideas.

B) Student Success

1. Deans discussed the advising structure in their colleges.
2. A new software, YouAchieve is to be implemented to help students. Another software to be implemented allows an interactive Major Academic Plan (MAP).
3. Change of Major now involves the Chair of both Departments.
4. Incomplete grade (I) policy is now implemented.
5. Couse Forgiveness will become automatic not by request. Students can opt out.
6. The first-year international student enrollment this fall is about 10%, however, the retention has historically been very low.
7. Dr. Nora Shultz, AVP for Undergraduate Studies would like to reform the University GE policy. A group of 10 faculty representatives from across Colleges will be involved in this effort.

C) Research and Creative Endeavors

1. Undergraduate research will be handled jointly by the Office of Research and Undergraduate Studies.
2. For FY16, SDSU Faculty received \$129M in research awards, an increase of 10% from FY15.
3. AoE - This year, the focus will be on graduate student support.
4. Faculty are encouraged to include graduate student stipends in their grant proposals.
5. The 2016-17 Discovery Slam series of faculty presentations has begun.

D) Faculty Advancement

1. This year the cumulative 3rd year review for probationary faculty will be conducted.

13. Roundtable

Dr Janusz Supernak – 1) Dr. Supernak made a presentation in the CIVE 100 course on pre-requisites, GE courses and the Krakow study abroad program. Dr. Supernak distributed a form to the (230) students in the class to see if there was interest for the Krakow program and (97) students completed the form and were interested in learning more about the program. SDSU wants to go through an international study abroad agency to circumvent any legal complications related to SDSU student safety abroad, etc.

Dr. Eugene Olevsky – 1) Dr. Olevsky held the first Engineering Graduate Council meeting on 9/1/16 and two issues were brought up at the meeting: i) statistical data rankings and; ii) recruitment strategies and placing ads; 2) 9/16/16 – There will be a JDP Orientation (for faculty only) from 2pm-5pm in the Bioscience Center Gold Auditorium; and 3) 9/23/16 – There will be a JDP Student Orientation.

Dr. Ping Lu – Inquired about the RTP process for 3rd year cumulative review and the Dean addressed Dr. Lu's questions.

Theresa Garcia – The Assistant Deans will be offering workshops on writing Student Success Fee proposals for students and faculty on Thu 9/8 and Fri 9/16.

Having gone through all the items on the agenda, Dr. Janusz Supernak moved, Dr. Abraham seconded and the Committee unanimously agreed to adjourn the meeting at 4:50pm.

Submitted by Marcie Morihiro, September 17, 2016.