



SAN DIEGO STATE
UNIVERSITY
College of Engineering

**EXECUTIVE COMMITTEE MEETING
MINUTES**

Wednesday, October 19, 2016
2:00pm, E-203E, Dean's Conference Room

Attendees: Dean M. Mehrabadi, Drs. J. Abraham, C. Mi, E. Olevsky, J. Supernak; Theresa Garcia and Marcie Morihoro

Excused: Dr. Ping Lu (NASA Johnson Space Center)

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

1. **Approval of 10/5/16 Executive Committee Meeting Minutes**

Minutes unanimously approved by all present

2. **Strategic Planning and Future Direction for Research**

Following the discussion of "*Strategic Planning and Future Direction for Research*" initiated in the Executive Committee Meeting of 10/5/16, Dr. Supernak reported that he had a CCEE Faculty Meeting and the Faculty had a nice discussion on the future direction of the CCEE Department. Dr. Abraham had the ME Faculty Meeting yesterday and has received some feedback and he is working on compiling the information which Dr. Abraham will then share with the ME Faculty, Dean and Associate Dean. Dr. Mi is meeting tomorrow with the ECE Department and will bring up the subject. The deadline for Chairs to submit their Departmental strategic plans to the Dean's Office is Tuesday, November 1.

3. **Academic Processes Workshop on Five Term Class Schedule Publication**

The Dean reminded the Committee that there is an important Academic Processes Workshop on the Five Term Class Schedule Publication on Friday, October 21, 2016, from 2pm-3pm in North Education, Room 60. The Dean encouraged the Executive Committee members and Department Coordinators to attend. [10/30/16 Update: This workshop was re-scheduled to 10:30am, location changed to SSW 1500 and title of workshop updated to: AY Publication of Class Schedule Discussion].

4. **2016-17 Equipment Fund Distribution**

The Dean announced that AE, CCEE & ME Departments have been given their 2016-17 equipment fund distributions. The Dean will meet with Dr. Mi next to go over ECE equipment fund distribution.

5. **"Towards" 120-Unit Proposals**

A) The Dean provided an update that the General Education (GE) curriculum is being looked at very closely by the University. Dr. Nora Shultz, AVP for Academic Affairs– Student Achievement is leading the charge in the university for a major revision of the GE curriculum. There was a discussion initiated at the Zahn Innovation Platform to incorporate Design

Thinking into the GE curriculum. This may help the College GE proposals because the engineering design courses incorporate Design Thinking.

B) The Dean is currently in discussion with Mr. Irwin Zahn about a Mechatronics 101 elective course that is project based and is open to all Engineering students as well as Physics and Computer Science students. A senior faculty will receive overload to oversee the course and (3) lecturers will teach the different aspects of the course.

6. **Service Learning Strategic Plan**

Theresa Garcia provided the Committee with handouts from her meeting with Dr. Vinod Sasidharan, Faculty Coordinator of Service Learning – Division of Undergraduate Studies. The handouts focused on the CSU Service Learning Definition and Taxonomy and the time line for the SDSU Service Learning Strategic Plan. Dr. Sasidharan needs the assistance of all Colleges to: 1) Complete the template which Dr. Sasidharan will be e-mailing to help the College build their College Service Learning Plan which will contribute to the University Strategic Learning Plan; and 2) Encourage Faculty to complete the Service Learning Course survey that Dr. Sasidharan is creating to find out if the courses they are teaching are actually a Service Learning (SL) course, even if the course has not already been designated as an SL course. An SL course can be any that has an activity or project that impact others. Theresa asked that the Chairs share this information with Faculty and encourage Faculty to complete the survey and explain any activities or projects that would be considered SL.

7. **2016-17 CoE Important Dates to Remember:**

- **Nov 4, 2016 (Fri)** - 8:30am-1:30pm - **Fall 2016 Engineering Advisory Board Mtg** – Aztec Student Union Center, Templo Mayor Conference Room
- **Dec 6, 2016 (Tue)** – 11:00am-12:00pm – **CoE Faculty Meeting** – Gold Auditorium, Bioscience Center
- **Dec 13, 2016 (Tue)** – 11:30am-1:00pm – **CoE Holiday Luncheon**– Cuicacalli Private Dining 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

8. **10/19/16 – Academic Dean's Council (ADC)**

A) Wang Excellence Award - Deadline was extended until NOON, Friday 10/21/16, any additional applications should be e-mailed directly to Christine Sampankanpanich in Faculty Advancement.

B) Dean's Report – Faculty searches are on-going and a couple have received approval for negotiation; discussion of grants and major recognitions and Dr. Chris Rasmussen in College of Sciences is being recognized nationally for teaching math.

C) Grants & Research Enterprise Writing (GREW) Institute – (30) total applications for 11 spots for the first round of GREW. Most Colleges received (1) spot but CoE received (2). Those faculty that were not chosen for first round should not be discouraged, as they will be chosen for the second or third round.

D) Research for Undergraduates – University trying to get more undergraduates involved with research and Dr. Steve Welter is hiring a staff person to focus solely on this issue.

E) Enrollment Management – Dr. Sandra Cook, AVP Academic Affairs – Enrollment Management, mentioned that the Chancellor’s Office will be rolling out a new software for applying to the CSU system called *CSU Apply*. This software is developed by a company called Liaison.

F) Facilities Services – Facilities Services is launching a new state-side space inventory database (MetaBIM) and Kat Marian, Capital Planner, will be working with each College to obtain and compile space inventory for that College.

G) Student Achievement – Dr. Nora Shultz informed the Council that she has studied all College reports on Academic Advising carefully and has come up with (4) to (5) best practices for all Colleges. Her main goal is to find out how much resources can be allocated to these best practices. On a separate note, the General Education Committee charged with revising the GE curriculum has been formed and the first meeting will be called in November.

H) SDSU Georgia – Dr. Halil Guven gave an update. It seems that reasonable and achievable goals have been set for the Program.

9. Roundtable

Dr. Janusz Supernak

A) Dr. Supernak attended the RTP training session and he received a letter from Dr. Joanna Brooks, AVP Faculty Advancement praising the CCEE Department RTP Committee for following correct procedures.

B) Chair of the CSU Board of Trustees visited Dr. Julio Valdes’ lab. The visit went extremely well.

C) Dr. Supernak is expanding the Environmental portion of the CCEE Advisory Board and inviting 4 additional members.

Dr. Eugene Olevsky

A) Dr. Olevsky has tried several times to enter data into ASEE survey, but the website is still having technical issues.

B) Dr. Ed Balsdon, Associate Dean of Graduate Affairs will try to attend the second meeting of the Engineering Graduate Studies & Research Committee. He has found out that the Dean’s Office has to rely on the College Graduate advisors to assist with the collection and reporting of some of the data.

C) JDP symposium will be held in beginning of December

D) Dr. Olevsky has been endorsing and reviewing proposals and so far (30) proposals were received and approved over 60 days which means a proposal is being submitted every other day, which is very impressive.

Theresa Garcia

A) The Engineering Committee for Student Success Fee met to review 27 proposals and all moved forward to the next level and all CoE Departments applied. Level 2 review will take place on October 28, with Theresa and (3) students moving forward as part of the review committee.

B) Nine Engineering students went to the BMW Centennial Future Leaders Night on Sunday, October 16, in Santa Monica and the students really enjoyed and appreciated the event.

Dr. Chris Mi

A) ECE Industrial Advisory Board Meeting is being held on Friday, October 14

B) Dr. Mi has invited 8-10 Huawei managers on 11/14 to meet ECE faculty

C) Dr. Mi received an IEEE grant for \$200K with a \$50K cost share

D) On the ECE Faculty RTP student evaluation averages there are two different averages showing one for College and one for Department.

Dr. John Abraham

A) We are making good progress on the chemical inventory for the Engineering Building.

C) PRE-FAD reports – The assigned time on the reports sent by the University do not match with the Department's reports. The Dean said that these reports are revised throughout the semester and the final reports near the end of the semester are consistent.

D) What is the policy on splitting the workload and FTES for interdisciplinary courses that are co-taught in CoE, i.e., hybrid engines (EE/ME)? The Dean responded that each Faculty should get credit for the percentage of the course they teach (number of lectures they give divided by the total number of lectures in the semester). The FTES is calculated by the number of students enrolled in each course kernel, i.e., "*EE*", or "*ME*".

Having gone through all the items on the agenda, Dr. Supernak moved, Theresa Garcia seconded and the Committee unanimously agree to adjourn the meeting at 4:22pm.

Submitted by Marcie Morihiro, October 30, 2016.