



EXECUTIVE COMMITTEE MEETING MINUTES

November 2, 2016
2:00pm, Dean's Conference Room

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

Excused – Chris Mi (conference)

Guest: Kim DuFour, CoE Senior Director of Development

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

1. **Development Update**

Kim DuFour, CoE Senior Director of Development, gave the following update on Development: 1) Kim has been following up with possible prospects that Department Chairs suggested; 2) Rick Engineering made a commitment for a 3rd floor terrace naming opportunity; 3) working on Sempra Utilities proposal; and 4) Kim has met with some of the alumni who support EIS and asked the Chairs and faculty to inform her in case they meet Alumni or prospective donors who are interested in supporting the EIS.

2. **Approval of 10/19/16 Executive Committee Meeting Minutes**

Theresa Garcia corrected the number of Student Success Fee proposals she had mentioned in the Roundtable from (26) to (27). With this correction incorporated, the 10/19/16 minutes were approved by all present.

3. **Strategic Planning and Future Directions for Research and Hiring Faculty**

The Dean announced that he had received the plans from AE and CCEE. Dr. Lu stated that AE decided to go with a simple plan and submit one direction as the future of AE lies in the AE Autonomy which encompasses Engineering and Sciences. Dr. Supernak commented that CCEE has two areas that their plan is focusing on: i) Transportation Area – want to focus on next intelligent transportation systems, which goes into sensors, and big data processing; and ii) Rehabilitating Infrastructure - \$2-3 trillion to bring the current US infrastructure up to date. NSF details resilient and sustainable infrastructure. ECE and ME will submit their plans by end of day Friday.

4. **Template for Calculating Faculty Assigned Time**

The Dean handed out a template for calculating Assigned Time (AT) that he based off of best practices used by Departments. He asked that all Departments utilize the same template to keep the assigned time uniform across the College. The template includes: WTU, AT Code, First 3.0 Units of AT (based on Section 1.2 of AT Policy) and Second 3.0 Units (of AT based on section 1.3 of CoE AT Policy).

5. **Preparing Academic Transaction Forms (ATFs) and STCs**

On a related matter, the Dean asked the Department Chairs to help the Department Coordinators in completing the ATFs & STCs especially with the calculation of the assigned time and WTUs. The ATFs and STCs are to be carefully reviewed by the Chairs before submitting them to Jacqueline Lane by December 1st, 2016.

6. **Engineering Space Inventory**

The Dean reminded the Chairs to provide Marcie Morihiro with guidelines for how their faculty want the state space inventory to take place in their respective Departments, so she can forward to Facilities Planning.

7. **Engineering Roof Project**

Marcie Morihiro updated the Committee that the Engineering roof project started on 11/3/2016 and is expected to be completed in late February 2017. During this time, the SP 103 parking area is closed for construction.

8. **Power Outage 12/22-12/24/16**

Marcie Morihiro updated the Committee that the power outage is still scheduled for 12/22-12/24/2016, however, Chris Paolini has been communicating with Facilities Planning regarding the critical issues that Engineering will face with the power outage. The dates may be re-scheduled based on further meetings with Facilities Planning and the University upper administration.

9. **Follow-up to Catalog Changes**

Theresa Garcia had communicated via e-mail the changes to be made to the SDSU Catalog both for the Departmental sections and the College section. AE, CoE & ME have all submitted their revisions. CCEE & ECE still need to submit their changes.

10. **Addressing courses with high DFW Rates**

Theresa Garcia distributed handouts on the high DFW rates for Engineering by course and faculty. Division of Undergraduate Studies is asking for explanations as to what factors increased/decreased the DFW rates for the courses and what steps are being taken to decrease the DFW rates for those courses. The Departments, with help from the appropriate instructor, need to complete the column "College summary of intervention, reflection on outcome, and next step to increase student success while maintaining and ideally improving course quality" for those courses denoting a high DFW rate. Theresa also informed the Committee that assistance is available to faculty to help decrease the DFW rates in their courses. This assistance includes:

- 1) Contacting Jennifer Imazeki, the Director of the Center for Teaching & Learning (CTL), who has offered to confidentially work one-on-one with any faculty member interested. Jennifer can be reached at: x4-3157 or <http://ctl.sdsu.edu>
- 2) Utilizing Course Capture (facilitated by ITS) which is available to video lectures and improve student success. ITS also facilitates other services via Blackboard, Mediasite, etc., that may help to contribute to student success. ITS can be reached at: x4-4357 or its.capture@mail.sdsu.edu.

11. **Student Success Fee Update**

Theresa Garcia updated the Committee that Level 2 review has been completed and there were (27) proposals ranging from \$1,200 to just under \$66,000 for a total of approximately \$530,000. Final review will take place this Friday. Students should know by mid-late November if they are funded. Departments Chairs will be notified of the amount awarded and the Department Coordinators will be responsible for managing the Student Success Fee funds. Theresa Garcia, Jacqueline Lane and Accounts Payable will hold a training on how to best manage the funds.

12. **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
- **Dec 22-24, 2016 (Thu-Sat)** – 2:00am - end time not confirmed - **3-day consecutive power outage**
- **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

13. **11/2/16 – Dean’s Research Council (DRC) & Academic Dean’s Council (ADC)**

DRC

- 1) **New Assistant to Dr. Steve Welter** - Courtney Ranson has replaced Amanda Carpenter as assistant to Dr. Steve Welter, VP for Research and Dean of Graduate Affairs.
- 2) **Degree revocation policy** – This new policy which is being submitted for approval will not be retroactive.
- 3) **Graduate Advising Best Practices** – There is a discussion of these best practices at the University Graduate Council (UGC). The issue of how to advise students so they do not plagiarize is of top importance. The UGC hopes that each College will submit their best practices for their respective Colleges.
- 4) **Building a sustainable graduate program revenue model** – The Dean mentioned that he has met with the UCSD Dean of Engineering, Dr. Al Pisano, to find ways to make the JDP more cost effective for the College. Also, the Dean brought up the issue that almost every University has a pool of Teaching Assistants (TA) which are distributed to research-active faculty for the first year. The expectation is that the TAs will be converted to RAs starting from their second year of study.
- 5) **Team Science handout** – Research collaborations as a result of accidental collisions (i.e., meetings) between faculty was discussed.

ADC

- 1) **Bullying** – Dr. Joanna Brooks, AVP – Faculty Advancement for Academic Affairs – Dr. Brooks distributed a chapter from a book on addressing abrasive workplace conduct (bullying of faculty and students).
- 2) **Advising structure** – Dr. Norah Shultz, AVP Undergraduate Studies, is leading the re-structuring of academic advising and is waiting to find out the amount of resources available.
- 3) **Early registration** – Dr. Norma Bouchard has been working on this and came up with three proposals and one is approved with a November and May early registration. Starting Spring 2018 this policy will go into effect.
- 4) **SDSU ID** – The Dean updated the Committee and showed them the benefits of SDSU ID by being able to download MS 365 to have access to Word, Excel, and PowerPoint on any device, and the use of EduRoam wireless which is available on all University campuses and it is encrypted and more safe than the SDSU wireless. SDSU ID will be rolling out campus-wide soon.
- 5) **Nigeria Exchange Program** – Provost Chukuka S. Enwemeka and Dr. Al Sweedler, AVP International Programs, and (3) faculty visited Nigeria to do an exchange of faculty and students. The Provost has previously met with the previous President of Nigeria who has a presidential library with nice facilities that could be used by SDSU faculty and students visiting the Bells University of Technology in Ota Nigeria about a mile away from the presidential library. Faculty interested in visiting or recruiting graduate students should contact Dr. Al Sweedler.

14. **Roundtable**

Dr. Janusz Supernak

CCEE Advisory Board Meeting is on Thursday, November 3, 2016.

Theresa Garcia

- A) **Pumpkin Drop** – 11/9/16 – 1-3pm – Theresa is asking for judges from faculty or staff, to judge a design competition in which a contraption, enclosure or apparatus is designed to protect a pumpkin from damage when dropped from over 30 feet high at the Conrad Prebys Aztec Student Union Courtyard.
- B) **Aztecs Challenge Codeathon Event** by Northrop Grumman & SDSU AESC starting at 4:00pm takes place on Friday, 11/18-11/19/2016, in the SDSU, Physical Sciences Building, Room 130.

Dr. Eugene Olevsky

A) The Engineering Graduate Committee meeting took place last week when Dr. Ed Balsdon and all Department Graduate Advisors were present except for AE's. There was a very active discussion and most important issues discussed were target numbers and the collection of statistical data for the ASEE survey. (2) Departments have already sent their data and are waiting on two more departments to submit. ASEE site for uploading the surveys is still down.

B) JDP Symposium is scheduled for 12/2/2016, time and location to be announced later.

Having gone through all the items on the agenda, Dr. Supernak moved, Dr. Lu seconded and the Committee unanimously agreed to adjourn the meeting at 4:19pm.

Minutes submitted by Marcie Morihiro, November 13, 2016.