



EXECUTIVE COMMITTEE MEETING AGENDA

February 15, 2017
2:00pm, Dean's Conference Room

Attendees: Dean Mehrabadi, Drs. J. Abraham, P. Lu, C. Mi, E. Olevsky, J. Supernak; Theresa Garcia & Marcie Morihiro

Dean Mehrabadi called the meeting to order at 2:02pm

1. **2/1/17 Approval of Executive Committee Meeting Minutes**

Marcie Morihiro will e-mail the minutes from 2/1/17 meeting for approval.

2. **The Montys – Nominees for Alumni Award of Distinction**

Dean Mehrabadi asked about the nominations from the Departments for the The Montys Alumni Award of Distinction. In addition to Daniel S. Goodard, Director, Information Directorate, Air Force Research Laboratory that were nominated by the AE and ECE Departments, the Chairs gave the following updates: AE – Had no further nominees; CCEE - Dr. Supernak having a Department meeting on Thu 2/16; ECE – Dr. Mi having a Department meeting on Thu 2/16 and ME – Dr. Abraham did not have any additional nominees from the Department. [Update 2/22/17 – Dr. Supernak forwarded Dennis C. Bowling, Principal-In-Charge of Water Resources Division, Rick Engineering Company as nomination from CCEE and Dr. Mi did not have any additional nominees from the 2/16 ECE faculty meeting].

3. **Assigned Time Policy**

The Dean reiterated that the Chairs must follow the AT Policy consistently. The Executive Committee clarified that the supervisory units referred to in section 1.3.d. refers to the average units per semester.

4. **Open Faculty Positions**

AE – Dr. Ping Lu – AE is done with interviewing (3) candidates. All (3) should be acceptable and the search committee met this morning and will bring the rankings to the AE Faculty meeting on Friday 2/17 after which Dr. Lu will submit an Approval to Negotiate Form to the Dean.
CCEE – Dr. Janusz Supernak – i) CEM Endowed Professor - after completing Skype interviews (5) candidates are in Tier 1 and Dr. Supernak would like to invite (4) of the (5) for on-campus interviews; and ii) AoE Blue Gold – (2) candidates chosen by search committee and one has been to campus with the second candidate coming on Friday 2/17.
ECE – Dr. Chris Mi - (3) candidates have been interviewed and the ECE Department will vote on the candidates in the ECE Department meeting tomorrow, Thu 2/16.
ME – Dr. John Abraham – i) Material Systems – The search is concluded and Dr. Abraham submitted the Approval to Negotiate Form to the Dean. Dean Mehrabadi informed the Committee that he received approval from the Provost and that he is currently negotiating with the No. 1 ranked candidate; and ii) AoE Biomed Sensors – Interviews for this position were scheduled for March as one candidate was not able to interview until late March.

5. **Class Scheduling Deadlines**

Colette Gannaway has asked that the Departments make up the schedule of classes using better planning in the initial phase so that they do not have to make a large amount of changes to the class schedule after the initial phase is over. She has requested that the Department Chairs abide by the deadlines provided. After some discussion, the Chairs responded that 3-days is not enough time to enter everything for the class schedule. Another issue which has been brought up by Arlene Gibson is that the Department Coordinators need to be making changes through the WUFU form.

6. **Internships**

The Dean, Kim Dufour and Marcie Morihiro are preparing for the 5/3 Advisory Board Meeting and in particular, addressing the goal brought up by the Industry Partners Committee in regards to the College internship process. The Committee would like to have a Staff member solely responsible for managing an internship program in the CoE, including the matching of students to the specific needs of companies. The Dean informed the Executive Committee that considering other College priorities, it is not possible to hire a staff member for this purpose at this time. Theresa Garcia informed the Executive Committee that currently, all internship opportunities that come through the CoE are posted to the Engineering Blackboard Homeroom page which every Engineering student has access to. To address the internship process raised by the Advisory Board, Theresa and Marcie Morihiro will create a one-sheet instruction on how companies can advertise for internships in the College of Engineering.

7. **Student Success Fee (SSF) Procurement**

The Dean met with Academic Affairs (AA) and they are not allowing SSF purchases to be done in the Department Offices. The new procedure in the CoE for the SSF funds is that the Department is the first point of contact for the Treasurer of the student organization/club to purchase items or for travel reimbursements. For the actual purchase, the Dean's Office will be responsible for working with the vendor on purchasing items as follows: CCEE & ECE – Donovan Geiger; AE & ME – Jacqueline Lane.

8. **Update on Research & Graduate Studies**

Dr. Eugene Olevsky provided the following updates:

- 1) Applications for the proposals for 'Call for Equipment to Support Research, Creative Activities or Core Facility Upgrades' were ranked and the three top proposals are from CCEE, ECE and ME. The PI's have until Friday, February 17, to make any last minute changes and Dr. Olevsky will then rank them and send to Dr. Steve Welter, VP for Research & Dean of Graduate Affairs.
- 2) Today, February 15 is deadline for JDP application submissions and Dr. Olevsky is expecting a rush of applications. However, applicants go in and sometimes do not completely finish their application and it remains "incomplete". Tomorrow, Thursday, February 16, at the end of the day, Donovan Geiger will be compiling a report that lists all of applicants that applied, including those that are incomplete, solicited/unsolicited, etc. Dr. Olevsky will send the report to the Department Chairs next week.
- 3) University can not afford to pay for graduate students who are working with Faculty without any funding.

9. **Explore SDSU – Sat, March 18, 2017**

Theresa Garcia handed out an updated Explore schedule which listed newly assigned larger classrooms for the Department Chairs to make their presentations.

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

- **Mar 9, 2017 (Thu)** – 12pm-2:00pm – AESC Annual Dean's Ping Pong Tournament – Montezuma Hall
- **Mar 18, 2017 (Sat)** – 8:00am-2:00pm - **Explore SDSU**
- **Apr 18, 2017 (Tue)** - 11:00am-12:00pm – **CoE Faculty Meeting** – Gold Auditorium, Bioscience Center
- **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

11. **Academic Deans Council (ADC)**

- 1) **Request for Tenure-Track Search 2018-19 Form** – The Dean distributed a draft of the Request for Tenure-Track Search 2018-19 form created by Dr. Radmila Prislin, AVP Academic Affairs – Resources and asked that the Department Chairs review the form and send the Dean any edits/suggestions so he can pass along to Dr. Prislin.
- 2) **Master's Thesis & Alternative Capstone Best Practices** – A document containing the best practices employed by SDSU Graduate Programs prepared by the Graduate Division was distributed to the Chairs. “TurnItIn” software is being purchased by the University to check theses for plagiarism.
- 3) **National UCLA Higher Education Research Institute (HERI) Faculty Survey (March 1-15)** – Joanna Brooks, AVP Academic Affairs – Faculty Advancement gave an update that SDSU Faculty will have the opportunity to participate in the HERI survey from March 1-15, which captures the day-to-day realities and changing dynamics of Faculty work-life. Faculty Advancement will be sending a pre-notification e-mail to Faculty on February 22nd and an invitation to participate on March 1st.
- 4) **Supplemental Instruction (SI)** – Drs. James Frazee, Sr. Academic Technology Officer & Director of ITS and Stephen Schellenberg, Associate Dean Division of Undergraduate studies gave a presentation on their SI initiative which targets historically difficult courses and offers free sessions to all students on a voluntary basis. Sessions are facilitated by students who were previously successful in the course, they are collaborative, and the SI Student Leader integrates course content and study skills with information gathered from attending all of the class lectures. (270) SI sections were offered 4 semesters ago and it is now up to 480 sections. They look at hiring B+ students and above and pay them \$13.75/hr to attend the SI courses with the students and help them with the course.
- 5) **Retaining Chinese undergraduate students** – Dr. Sandra Cook, AVP Academic Affairs - Enrollment spoke about the University having difficulty with retaining undergraduate Chinese students as they leave after 1-2 years of attending.
- 6) **Provost Distinguished Lecture** – The Provost Distinguished Lecture is taking place on Wednesday, March 1, from 2pm-3:30pm in Montezuma Hall. Jim Sinegal, the Co-founder and Director of Costco Wholesale Corporation is the speaker. To date, over 500 have reserved and the Provost is projecting 750 attendees.
- 7) **Academic Affairs Resources Update** – Dr. Radmila Prislin, AVP Academic Affairs – Resources, gave the following updates: The Faculty should be on the look out for the announcement of PBAC – Presidential Budget Advisory Committee who has funds every year that they make available to Colleges and encourage Faculty to apply for it.
- 8) **Academic Advising** – i) The Provost focused on several universities who have had some success with academic advising to find out where they invested their funds. It seems that Georgia State University (GSU) and CSU Fullerton have made progress by spending money on technology. SDSU will adopt this model and will invest in developing an “e-advising” application for students who use a mobile app to get advice. For example, a student using an app on their mobile, is told that since they had a C- in Chemistry 200, they cannot be moving from pre-major to major in Engineering; and ii) Dr. Norah Schulz, AVP Division of Undergraduate Studies will be visiting CSU Fullerton in the next week or so to see how their e-advising is working.

12. **Roundtable**

Dr. Janusz Supernak – President of ASCE informed Dr. Supernak that (100) students will be attending the 2017 Pacific Southwest Conference.

Theresa Garcia – Two international students have had to take a leave of absence because they are not able to return to the US due to the recent federal immigration policy.

Marcie Morihiro – Engineering roof is to be completed by the end of April, during this time the SP 103 parking spaces will remain closed.

Having gone through all the items on the agenda, Dr. Supernak moved, Dr. Mi seconded and the Committee unanimously agreed to adjourn the meeting at 4:25pm.

Minutes submitted by Marcie Morihiro, February 24, 2017.