



EXECUTIVE COMMITTEE MEETING MINUTES

August 16, 2017
2:00pm, Dean's Conference Room

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

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

1. **Fall 2017 Grader Budget**

The Chairs were reminded to submit their Fall 2017 Grader budget needs by Friday, August 18, 2017.

2. **Independent PhD Programs**

Dr. Eugene Olevsky has updated the proposal template file and e-mailed to Chairs. There are some grouping and creative issues that still need to be reconciled. Profiles for each Faculty will need to be included with 5 of their publications from 2016-17. Description of courses should be added for Civil and Space programs. At this point in time the bulk of the information needs to be provided from the Departments, after which, Dr. Olevsky can then add the College general information. Dr. Olevsky would like to have the (3) Departmental information sections to be submitted by Friday, 9/1/17.

3. **Update on 2018-19 TT Faculty Searches**

AE – Dr. Ping Lu – Ad is posted in Academic Keys, and print ad will come out in September issue. Planning on initial candidate screening by early November.

CCEE – Dr. Janusz Supernak - (40) applicants received for Blue Gold; Endowed Chair in CE ad has been posted to Interfolio no applicants as of yet. The Transportation and Hydraulics & Water Engineering position are waiting on Dr. Ponce to return.

ECE – Dr. Chris Mi - (3) positions are combined into one ad and will be listed in the IEEE Spectrum print ad which will come out in a couple of days and will run for two months, with an additional month online.

ME – Dr. John Abraham - Print ads will come out next week and online ads appearing by end of month for all (3) ME positions.

4. **Department Procedures for Graduate Student Mentoring Report – Due Fri, Sept. 1**

The Chairs were reminded that the departmental reports are due Fri 9/1. These reports are being requested from Dr. Steve Welter, VP Research & Dean of Graduate Affairs and Dr. Ed Balsdon, Associate Dean, Graduate & Research Affairs. Dr. Olevsky mentioned that there is a University Graduate Student Handbook and that the Departments should be following the Handbook, but can put additional procedures in addition to what is mentioned in the Handbook. If Chairs need a copy of the Handbook, they can e-mail Dr. Olevsky for a copy. Reports should be e-mailed to the Dean, Dr. Eugene Olevsky, and Marcie Morihoro.

5. **Applications for Sabbatical & DIP Leave for 2018-19 – Due to Dept. Chairs, Friday, Sept. 15**

Dean Mehrabadi asked that Chairs announce the deadline for the Sabbatical & DIP leaves for 2018-19 in Departmental Faculty Retreats. Marcie Morihoro distributed hard copies of the Department Chair memo that was e-mailed to Chairs from Faculty Advancement.

6. Update on Research & Graduate Studies

Dr. Olevsky provided the following updates to the Committee:

- 1) Overall number for the JDP accepted at the SDSU level was (19) students and all were also accepted at UCSD, with a high yield, 9 out of 19 students accepting. This increase was due to the direct faculty interaction with the potential students. A substantial number of JDP students graduated: (4) in fall 2017 and (4) in spring 2017. The total expected number of JDP students enrolled for Fall 2017 is (25).
- 2) Tentative Dates for JPD Orientations:
9/8 - JDP Orientations for students
9/15 – JDP Orientations for faculty
- 3) JPL Visit – Dr. Olevsky attended a 2-day meeting on 8/13 & 8/14/17 at JPL. As JPL is part of NASA they do not provide direct contracts. JPL provides sub-contracts through SBIR and STTR programs.

7. Student Organization Needs

Theresa Garcia provided the following updates:

- 1) Aztec Formula Racing did better than they did in the past few races, and the team has been encouraged to attend an additional competition this year to help them improve their ranking. The competition is around the time of finals. Theresa asked the Chairs if we can help this group attend the competition by possibly moving their final exams, etc. The Chairs expressed concerns that if exceptions are made for one student organization, then other organizations would also need to be accommodated. As the majority of the students are from ME, Theresa and Dr. Abraham will meet with the Aztec Formula Racing students first. After the meeting, Theresa Garcia will update the other Department Chairs with the outcome of the meeting.
- 2) All faculty advisors of student organizations must attend an In-Person Orientation Training in order for a student organization to be officially recognized by the University for the 2017-18 Academic Year. The deadline to complete the training is October 1, 2017. A list of the available trainings can be found at: http://sll.sdsu.edu/student_affairs/sll/orientations.aspx

8. Addressing Student Cheating

Theresa followed up on the issue of student cheating. As of 8/16 there have not been any updates posted to the University Senate Policy. Theresa distributed the e-mail that she sent out in December 2016 to the Faculty regarding Academic Dishonesty and asked the Chairs to review and provide feedback. At the 8/22 Faculty Retreat, Theresa will be covering suggested best practices to stop cheating, as well as a basic template for a cheating policy for faculty to add to their syllabi. Theresa will provide a hard copy to the Faculty and will also e-mail the information to the Faculty before the Fall semester begins. Dr. Chris Mi mentioned that ECE is sending (3) proctors for classes over (50) and that might be an additional solution to deter cheating.

9. 2017-18 CoE Important Dates to Remember:

- **August 22, 2017 (Tue)** – 9:00a-1:00p – **2017 CoE Faculty & Staff Retreat** – Bioscience Center
- **August 22, 2017 (Tue)** – 5:30pm-7:30pm – **Engineering Gathering** – Gordon Biersch
- **October 10, 2017 (Tue)** – 11am-12pm – **CoE Faculty Mtg** - Bioscience Center
- **November 3, 2017 (Fri)** – 8:30a-1:00p – **Fall 2017 Engineering Advisory Board Mtg** – ASU Templo Mayor Conference Room (Rm. 231)
- **December 5, 2017 (Tue)** – 11am-12pm – **CoE Faculty Mtg** - Bioscience Center
- **December 12, 2017 (Tue)** – 11:30a-1:00p – **CoE Holiday Luncheon** – The Garden - Cuicacalli
- **February 13, 2018 (Tue)** – 11am-12pm – **CoE Faculty Mtg** - Bioscience Center
- **March 17, 2018 (Sat)** – 9am-2pm – **Explore SDSU**
- **April 24, 2018 (Tue)** – 11am-12pm – **CoE Faculty Mtg** - Bioscience Center

- **May 2, 2018 (Wed)** – 8:30am-1pm - **Spring 2018 Engineering Advisory Board Mtg** – ASU Templo Mayor Conference Room (Rm. 231)
- **May 2, 2018 (Wed)** – 1:30pm-3:30pm – **Spring 2018 Design Day** – ASU Montezuma Hall
- **May 2018** – 5:30pm-7:30pm – **Senior Banquet** - TBD

10. **8/16/17 Academic Deans Council (ADC)**

- A) Budget for CSU is still not clear.
- B) Analytic Studies & Institutional Research - Jeanne Stronach & Rich Levine from ASIR gave an update that the University has been using Tableau and usage has increased by 30%. ASIR would like to increase usage by introducing a SDSU Data Tool Integration & Champion.
- C) Early Registration Timeline – For Fall 2018, registration will take place in Spring 2018, which means students will not have met their pre-requisites yet. The registration system will allow the students to register without meeting pre-reqs and before Fall semester begins, students will be checked and dropped from the course if they did not meet their pre-reqs.
- D) Executive Orders 1100 & 1110 – have to do with GE reform and doing away with the Math and English placement exams (ELM & EPT) with acceptance into majors being based on GPA and SAT scores. Studies are being conducted in education by taking two students with the same mathematical placement score who do not qualify to take MATH 150 and sending one to remedial course MATH 097 without credit and sending the other one directly into MATH 150. Outcome shows that the students who bypass the remedial course actually do better and stay with their major program. The Executive Orders are being discussed at the CSU level and will be enacted in Spring 2018.
- E) Education Advisory Board (EAB) Student Collaborative Software - CSU has purchased the EAB application software which will transform the SDSU advising system.
- F) The Dean informed the ADC that four SDSU College of Engineering programs have been ranked in the Top 50 for 'Engineering Bachelor's Degrees Awarded' according to the ASEE 2016 Edition of the Profiles of Engineering & Engineering Technology Colleges: The Civil Engineering program has been ranked 20th, while Computer Engineering, Mechanical Engineering and Electrical Engineering have been ranked 44th, 45th and 46th, respectively.

11. **Roundtable**

No items for discussion.

Having gone through all of the items on the agenda, Dr. Janusz Supernak moved and Dr. Chris Mi seconded and the meeting was adjourned at 4:23pm.

Minutes submitted by Marcie Morihiro, August 31, 2017.