



EXECUTIVE COMMITTEE MEETING MINUTES

September 6, 2017
2:00pm, Dean's Conference Room

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

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

1. Early Registration Task Force Presentation

Dr. Radmila Prislin, AVP Academic Affairs – Resources and the Early Registration Task Force members: Dr. Madhavi M. McCall, Associate Dean CAL, Rose Pasanelli, Director of Financial Aid & Scholarships Office, Rayanne Williams, Registrar – Enrollment Services, gave a presentation to the Committee and class scheduling Coordinators on the new Early Registration Timeline. Registration for Fall 2018 will begin in Spring 2018 and the following website gives full information and FAQs:
<http://newscenter.sdsu.edu/registration-timeline/>

2. Project Management (PM) Presentation

Robert Schulz, AVP Real Estate, Planning & Development gave a presentation explaining the Project Management process and increased cost of projects.

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

The 8/16/17 Executive Committee Meetings minutes were unanimously approved by all Committee members present.

4. Department Procedures for Graduate Student Mentoring Reports

Dr. Olevsky has received all Departmental reports and will be forwarding them to Dr. Ed Balsdon, Associate Dean, Graduate & Research Affairs, by the end of the week.

5. Capstone/Senior Design Course Instructors Attending 9/20 Exec. Comm. Mtg.

Kevin Popovic, Director, Zahn Innovation Platform, would like to present to the Engineering Capstone/Senior Design course instructors about applying the concepts of STEAM and Design Thinking to the Engineering courses.

6. Update on 2018-19 TT Faculty Searches – Eight of the eleven searches in AE, ECE, and ME have been advertised and some have received quite a few applications. Three CCEE faculty searches have not yet started because the Committee Chair was away for the summer.

7. Reformatted CoE Constitution & Bylaws Document

The Executive Committee will review the reformatted CoE Constitution & Bylaws document submitted by the CoE Constitution & Bylaws Committee after the faculty has had a chance to review and comment on various sections, in particular, Article VIII, the Assigned Time Policy. The Engineering Faculty Assembly will vote on the final version of the reformatted document in a future meeting of the Assembly.

8. Applications for Sabbatical & DIP Leave for 2018-19 – Due to Dept. Chairs, Fri, Sept. 15

The applications for 2018-19 Sabbatical and DIP leaves are due to Chairs by Friday, September 15.

9. Update on Research & Graduate Studies (Eugene confirmed after the meeting)

Dr. Eugene Olevsky provided the following updates:

- 1) 9/8/17 – Orientation for JDP Students, 2pm-4pm, in Bioscience Gold Auditorium
- 2) 9/15/17- Orientation for JDP Faculty JDP Orientation, 2pm-4pm, in Bioscience Gold Auditorium
- 3) Engineering faculty received 6 out of the 8 fellowships that were submitted.

10. Add/Drop Deadline & Procedures

Theresa Garcia reminded Chairs and asked that they please share with their Faculty that as of 9/5/17 students are no longer automatically added to courses from the Waitlist, Faculty need to manually add students. 9/11/17 is the Add/Drop deadline.

11. Student Affairs Follow-up to Faculty Retreat

Theresa Garcia followed up on the discussion of student cheating that was started at the 8/22/17 Faculty Retreat and having an additional meeting. The Executive Committee unanimously agreed that Theresa's handout at the Retreat was very useful and helpful and is the best way to currently address the cheating issue. The Dean suggested that we need to come up with a more permanent solution like having smaller sections. He suggested that Departments have ads permanently posted on their websites for part-time lecturers in critical need areas. If we can identify a pool of already interviewed and qualified candidates available, the class schedule could be rearranged quickly and large classes could be split into smaller classes.

12. 2017-18 CoE Important Dates to Remember:

- **October 10, 2017 (Tue)** – 11am-12pm – **CoE Faculty Mtg** - Bioscience Center
- **November 3, 2017 (Fri)** – 8:30am-1pm – **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** – 11:30am-1:00pm – **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
- **May 12, 2018 (Sat)** – 5:30pm-7:30pm – **Engineering Commencement** – Viejas Arena

13. 9/6/17 Deans Research Council (DRC) & Academic Deans Council (ADC)

1) Deans Research Council (DRC)

A) Dr. Steve Welter, VP for Research & Dean of Graduate Affairs, spoke about retention of young faculty. He is in support of a faster rate of advancement (i.e., early tenure) for new faculty who are excelling. We should convince the tenured faculty serving on the RTP Committees not be resistant in advancing the younger faculty. John Crockett, Director, Research Project Development, is looking at a Rising Star Program and coming up with incentives to keep the Faculty interested and engaged.

B) Graduate Affairs is looking at hiring a marketing person

C) UG Research – Dr. Steve Welter will be talking with the Associated Student Organizations about participating in UG research projects. Dr. Welter spoke about MESA as a successful outreach program.

D) \$1M for Graduate Fellowships was available this year. An eleven-member committee reviewed (65) applications that were received and chose (31) Graduate Fellows for 2017-18.

2) Academic Deans Council (ADC)

A) Provost announced the Provost Distinguished Lecture dates.

B) John Egger, Zahn Endowed Professor of Entrepreneurship, spoke about Design Thinking and that we have it in upper division courses but not in lower division courses.

C) Executive order 1100 & 1110 – Upper division courses in all Colleges could double count as GE classes and this is what Engineering has been proposing in order to reduce the number of Engineering required units

closer to 120 units. This is going to help with passing the ME 490 proposals that will be voted on next month in the Senate.

D) Advising Software EAB – This online application software promises to transform the current advising procedure.

F) Dr. Norma Bouchard, Dean, College of Arts & Letters who was responsible for the early registration initiative, has started looking closely at the curricular proposal process and why it takes 2 years for changes to show in the SDSU General Catalog.

G) Dr. Radmila Prislin talked about the Carry Forward item in the budgets and why it cannot be added to the permanent base budget of the Colleges. A brief discussion ensued regarding whether we have a mechanism in place for increasing base budgets for those Colleges that are growing.

I) Dr. Prislin announced that only (4) of the 2018-19 TT Faculty Searches in the University have not been started yet. She reminded all present that if there is no accepted offer from a candidate by 5/30/18, that the search will be considered a Failed Search.

16. Roundtable

Dr. Chris Mi – Provided an update on the ECE searches and number of applications received to date: (20) Power Systems; (18) Computer Engineering; (9) DSP

Dr. Ping Lu – Provided an update that (12) applications have been received for the AE position.

Having gone through all of the items on the agenda, Dr. Chris Mi moved and Theresa Garcia seconded and the meeting was adjourned at 4:55pm.

Minutes submitted by Marcie Morihiro, September 19, 2017