



SAN DIEGO STATE  
UNIVERSITY  
College of Engineering

## EXECUTIVE COMMITTEE MEETING MINUTES

September 20, 2017  
2:00pm, Dean's Conference Room

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

Absent: Dr. John Abraham (conference)

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

1. STEAM/Design Thinking Presentation

Kevin Popovic, Director, ZIP Idea Lab, presented to the Engineering Capstone/Senior Design course instructors about applying the concepts of STEAM and Design Thinking to the Engineering senior design courses. The capstone design instructors present commented that most of the Engineering senior design courses have been teaching the Design Thinking concepts to Engineering students for many years.

2. Approval of 9/6/17 Executive Committee Meeting Minutes

The 9/6/17 Executive Committee Meeting Minutes were unanimously approved by committee members present.

3. Spring 2018 Course Design Institute (CDI)

The Dean updated the Committee members on the CDI, which focuses on the development of engaging fully online courses. CDI is headed by Dr. James Frazee, Director, Instructional Technology Services (ITS) Department. Dr. Frazee identified AE 280 and CIVE 121 as promising prospects to participate in the 2018 CDI. However, after some deliberation, the Committee concluded that none of these courses were suitable for an online format.

4. Update on 2018-19 TT Faculty Searches

Except for Transportation Engineering and Water Resources searches in Civil Engineering, other searches are moving forward and some have received quite a few applications. The CEM Endowed Chair position has attracted only two applications thus far.

5. Update on Research & Graduate Studies

Dr. Eugene Olevsky provided an update on the Research & Graduate Studies.

6. Provost's Academic Advising Forum: Important to Correctly Submit Registration Edits

Theresa Garcia attended the Academic Advising Forum on 9/15/17 and provided a summary handout and a list of the CoE Courses with Prerequisite Stops. Theresa called attention to the following important notes from the Forum: i) It is important that Faculty submit grades on time because with the new early registration timeline, students will be able to register for courses and will be dropped after final grades are posted if they have not met pre-requisites for the courses; and ii) Department Chairs must ensure all course registration edits are entered correctly.

7. 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

8. 9/20/17 Deans Development Council (DDC) & Academic Deans Council (ADC)

**DDC:**

- A) AVP for URAD and Dean of PSFA discussed the key objectives for the next campaign.
- B) AVP for Alumni Association discussed the Alumni/Strive Campaigns Update.
- C) Keith Benton and Marla Mumford discussed the unused scholarship funds in Colleges.

**ADC:**

- A) AVP Prislin discussed the Colleges budget, in particular, the Carry Forward Money (CFM). She stated that some Colleges have substantial CFM every year and should try to reduce these funds before the end of fiscal year as much as possible. There was an inquiry about hiring permanent staff using these funds to which AVP Prislin responded that CFM can not be used for permanent staff positions.
- B) Drs. Stephen Schellenberg and Ed Balsdon discussed Academic Program Review and Program Assessment. Two Engineering Departments (AE and CCEE) are to be reviewed in Fall 2018 and the other two (ECE and ME) are scheduled to undergo a review in Spring 2019.
- C) Update provided for Early Registration Timeline.
- D) AVP for Student Achievement discussed the GE Reform Report and stated that the Executive Orders could move forward at the same time as the GE Reform is implemented.
- E) AVP Prislin announced the Supplemental Fund for Faculty/Staff Development, equipment, and workplace improvement.
- F) Update provided on Mission Valley Site proposal and ADC Retreat planning.

9. Roundtable

No items discussed during Roundtable

Having gone through all of the items on the agenda, Dr. Supernak moved and Dr. Lu seconded and the meeting was adjourned at 4:47pm.

Minutes submitted by Marcie Morihiro, October 16, 2017.