



## EXECUTIVE COMMITTEE MEETING MINUTES

Wednesday, February 7, 2018  
2:00pm-4:00pm, Dean's Conference Room

Attendees: Dean Mehrabadi, Drs. John Abraham, P. Lu, E. Olevsky, J. Supernak; Assistant Dean Theresa Garcia and Marcie Morihiro

Absent: Chris Mi (attending conference)

Dean Mehrabadi called the meeting to order at: 2:06pm

1. Approval of 1/17/18, 12/6/17 & 12/20/17 Executive Committee Meeting Minutes  
The 1/17/18, 12/6/17 & 12/20/17 Executive Committee Meeting Minutes unanimously approved by all members present
2. New ABET Criteria  
Dean Mehrabadi informed the Committee that there are new ABET criteria that will go into effect for the next ABET visit in 2021. The Dean asked the Chairs to visit the ABET website and use the new criteria for program assessment. At the next Executive Committee Meeting on 2/21/18, the Chairs will share what they learned about the new criteria.
3. New GE Courses for Engineering – CSU Executive Order 1100  
Dean Mehrabadi mentioned the extra 6-units for GE Courses for Engineering that are imposed due to the CSU Executive Order 1100. Chairs should send their inquiries and students who need assistance to the Office of Advising & Evaluations (SSW-1551). The Dean announced that we will be starting with a new set of proposals for reducing or double counting GE courses. Chairs were asked to work with their Department Curriculum Committees to start the new towards 120-unit proposals.
4. IS3D (Interdisciplinary Studies in 3 Disciplines) Major  
Dean Mehrabadi explained that the CoE has been encouraging students that have been in pre-major status for a long period of time to choose another major. The CoE retention policy in the SDSU General Catalog has also been updated accordingly. The process has not been easy, with students pushing back. Paul Justice, Liberal Studies Advisor, Division of Academic Engagement & Student Achievement, along with Dr. Norah Shultz, AVP, have been visiting the individual Colleges. Mr. Justice met with Dean Mehrabadi about the process of an IS3D major that has been working for other Colleges. Mr. Justice would assist the CoE to choose Engineering students that would best be suited for the IS3D major. Mr. Justice would counsel the students and have them look at 3 different disciplines that they could work on and end up with an IS3D degree (IS3D is not an accredited degree). Mr. Justice requested that each major identify (9) upper division units that the student could take in each of the majors. These units will then be opened to IS3D majors only if they have all the prerequisites. Some potential issues were raised and discussed by Committee members including: (i) 300-400 level courses may be too difficult for these students; (ii) what would their employment opportunities be with an IS3D degree; and (iii) what if many IS3D students decide to take the (9) units in Engineering this would make large classes even larger.
5. Direct Admit/Block Scheduling  
Block scheduling is when all students in a cohort have to take the same set of classes. The Provost and the Student Success Committee are requesting a meeting with Engineering regarding direct admit and block scheduling. The Committee members all agreed that the block scheduling would work well if we had the Direct Entry Admission in place as all students would have the same background and preparation.

6. Scholarships

Dean Mehrabadi explained that there is a huge push from the upper administration for Colleges to award their scholarships. The Dean asked the Chairs to review their Departmental list of scholarships and award the scholarships according to the scholarship specifications. The Dean would also like the Chairs to pinpoint Departmental scholarships that could be given to the Admissions Office to recruit highly qualified Engineering freshman.

7. Revised Engineering FAH for Academic Affairs

Academic Affairs has changed the process for approving purchases, and they want those who are aware of purchases be the approver of these purchases, not the administrators (Chairs and Dean) who are not involved in the actual purchase. Accordingly, the purchase approval is no longer going through Department Chairs. All Department approvals are going to be split 50/50 between Jacqueline Lane and Amy Jensen, CoE Financial Analysts.

The Dean also mentioned that there is an issue with large amounts of lab fees remaining and rolling over each fiscal year in the Department budgets. Academic Affairs want the fees to be spent on the courses that the fees are collected from in the fiscal year they are collected. The Dean suggested to the Chairs that the Staff responsible for spending Department lab fees meet with Mark Bruno, ECE Equipment Technician, as he seems to have a good system in place for properly spending the ECE lab fees.

8. Engineering Programs – What defines/differentiates us from other institutions

Dean Mehrabadi received feedback from all of the Chairs and thanked them for turning in their reports. Monte would like a brief summary of several sentences for what defines/differentiates each of the CCEE & ECE Departments.

9. Nominees for The Montys Distinguished Alumnus/a

Chairs were reminded that the deadline to submit a nominee for the Montys Distinguished Alumni is Monday, February 12, 2018.

10. Alumni Award for Outstanding Faculty Contributions (Montys) Nominations

Chairs were reminded that nominations for the Montys Outstanding Faculty Contribution award are due to the Dean's Office by end of day, Mon 2/12/18.

11. EIS Move

Dean Mehrabadi commented that the EIS move has been exciting, challenging and issues are being resolved.

12. Update on 2018-19 TT Faculty Searches – Including BIE Candidates

AE – Dr. Ping Lu – AE interviews are completed and approval to negotiate form has been submitted to the Dean's Office and Amy Jensen has submitted to Academic Affairs for approval.

CCEE – Dr. Janusz Supernak – CEM Chair – Candidate in negotiation stage and the Dean is still pushing for the BIE candidate; Blue Gold – Candidate accepted and hired; Water Resources – (6) candidates for Zoom; Transportation is screening candidates.

ECE – Dr. Chris Mi – Attending conference.

ME – Dr. John Abraham – Interviews are progressing and all interviews will be complete by end of February.

13. IDP Update

Dr. Eugene Olevsky provided the following updates:

1) Dr. Olevsky submitted completed first draft of a combined IDP to the Dean which was a total of 365 pages that we can use for "advertising" the proposal to the University. The Dean commented that we will also need the (3) separate IDP proposals per Stephanie Samuels, Director of Curriculum Services, to be uploaded to Curricunet. The Dean would like the Department Chairs and Dr. Olevsky to meet with Steve Welter to ask for his support for the IDP proposals. The proposal needs to be printed and bound.

14. Update on Graduate & Research Studies

Dr. Eugene Olevky provided the following updates:

1) Dr. Olevsky submitted a \$3M proposal to NSF for support of graduate students for College of Engineering and other Colleges on campus.

2) February 15, 2018 is the deadline for candidate submissions for JDP.

3) Dr. Olevsky has sent in a request to UCSD for Computer Science to be added to JDP.

15. Commencement

Theresa Garcia mentioned that the Departments may have noticed an increase in students inquiring about applying for 2018 graduation. Theresa has forwarded an e-mail to the Chairs regarding how to handle student inquiries for those that want to walk early in May. For students asking to file an appeal they need to speak directly with Donovan Geiger in the CoE Student Affairs Office.

16. Explore SDSU

Theresa Garcia handed out an updated Explore SDSU schedule, due to the EIS construction it is difficult to find and access E-207, therefore, Professor Ken Arnold's demonstration will be cancelled.

17. Academic Dishonesty: CTL & Deans' Brown Bag

Theresa Garcia handed out a Center for Learning & Teaching flyer (CTL) for a webinar on Friday, March 2, from 9a-10a on "What Should I Do When a Student Cheats?" for those Faculty who are interested. Theresa is working with Jennifer Imazeki, CTL Director, about having a Deans' Brown Bag series at the CoE to cover two topics: 1) Academic Dishonesty; and 2) Academic Advising, to be held in the Spring semester.

18. 2017-18 CoE Important Dates to Remember:

- **February 13, 2018 (Tue)** – 11am-12pm – **CoE Faculty Mtg** - Bioscience Center
- **February 23, 2018 (Fri)** – 6pm-9pm – **Engineers Week Awards Banquet** – Crowne Plaza Hotel
- **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

19. 2/7/18 – Deans Research Council (DRC) & Academic Deans Council (ADC)

DRC & ADC

Due to Executive Committee Meeting ending at 4pm the Dean did not have time to provide an update.

20. Roundtable

Theresa Garcia – Theresa stated that with the help of President Roush, the Concrete Canoe Competition is back on campus.

Having gone through all of the items on the agenda, Theresa Garcia moved and Dr. Olevsky seconded and the meeting was adjourned at 4:02pm.

Minutes submitted by Marcie Morihiro on February 8, 2018.