



SAN DIEGO STATE
UNIVERSITY
College of Engineering

**EXECUTIVE COMMITTEE MEETING
MINUTES**

Monday, August 13, 2018
2:30pm-4:30pm, Dean's Conference Room

Attendees: Interim Dean Olevsky, Drs. J. Abraham, P. Lu, C. Mi, J. Supernak; Assistant Dean Garcia and Marcie Morihiro

Interim Dean Olevsky called the meeting to order at: 2:36pm

1. Dates of Fall 2018 Department Faculty Meetings

Interim Dean Olevsky asked that the Department Chairs provide Marcie Morihiro with dates of their Fall 2018 Department Faculty Meetings.

2. CoE Committees & Departmental RTP Committees

Interim Dean Olevsky reminded Department Chairs to have Faculty vote at Departmental Retreats to fill the positions on the CoE Committees that have terms ending in 5/2018. As well, Amy Jensen – CoE Financial Analyst, needs the lists of Department RTP Committees by end of August.

3. Update on 2019-2020 TT Faculty Searches

AE – Dr. Lu – AE Propulsion – Everything is approved by University and job has been posted to Academic Keys. Print ad is scheduled to be published in Sept/Oct and position has been advertised to the Aerospace Engineering Department Chair Association.

CCEE – Dr. Supernak – Geotechnical – Committee will be voted on at CCEE retreat.

ECE – Dr. Mi – Artificial Intelligence Robotics & Automation – Committee will be elected at August ECE Retreat; DSP position was a 2018-19 failed search - Committee is going to be formed in August for 2019-2020 search.

ME – Dr. Abraham – All (3) positions will be posted in print ads in the Mechanical Engineering magazine at the end of this month, and online ads should appear within next couple of weeks.

4. Community Colleges Searching for Grad Students/Lecturers

Interim Dean Olevsky provided an updated that Acting Dean from Palomar College received permission to have Bachelor's Degree in Engineering and experiencing a lack of qualified instructors. Palomar College is looking for graduate students with M. S. degree or enrolled in Ph.D. program. Some community colleges have changed their curriculum after University approved articulation agreements (and some of the SDSU articulation agreements are not up to date). Dr. Yusuf Ozturk may reach out to the Department Chairs regarding articulation changes relevant to each Department. Committee members discussed that the University should conduct a review of the articulation agreements every 3-4 years.

5. IDP Update

The IDP is within the upper administration for review and next steps.

6. Update on Graduate & Research Studies

Interim Dean Olevsky provided following updates on JDP:

- 1) UCSD will be hosting the JDP Symposium this year.
- 2) Unprecedented enrollment this year, all (14) candidates confirmed their participation in JDP and a total of (32) JDP students with (19) in ME, enrolled for Fall 2018.

7. Impact of Fall 2015 Action Plans on DFWU & Development of AY 2018/19 CoE Action Plan for College-Prioritized Set of High Challenge Courses

In 2015 Assistant Dean Garcia attended the DFW meetings and created a report on how CoE was going to address the DFW courses in Engineering. Assistant Dean Garcia and Dr. Yusuf Ozturk, Lead Faculty Advisor, are going to meet and review the original report. Dr. Ozturk is implementing a new strategy for EE-271 by

offering a 1-week review to prepare students for the following course and currently 30 students enrolled. Dr. Ozturk will pull base line data and see if this new strategy makes a difference in DFW rate. MESA Academic Excellence workshops are still being conducted. Dr. Ozturk will be running reports to see the impact of the Engineering initiatives to lower the DFW rates. Assistant Dean Garcia and Dr. Ozturk will need to review the reports and work with Executive Committee on an action plan for AY 2018/19.

8. Scholarship Criteria for CoE General Scholarships

Assistant Dean Garcia announced that we still have approximately a half dozen general Departmental scholarships that are posted as “contact Department for more information” and parents/students have been calling to the Departments and Dean’s Office to find out further information. Assistant Dean Garcia is working with the Scholarship Office and has come up with the following suggested criteria for those that are listed as a general scholarship:

“There needs to be a minimum award of \$1K for scholarship to be posted and general criteria of GPA 2.7 or above, must be enrolled PT, major needs to be Department specific or one of the Departments for the College of Engineering, preference made for students with financial need.”

The AE, CCEE and ECE Department Chairs approved the criteria above for their general Department scholarships. Dr. Abraham would like to set the criteria for the general Mechanical Engineering scholarships and Assistant Dean Garcia will have Kate Carinder or the Scholarship Office contact Dr. Abraham directly.

9. Update on Incoming Student Reports

1) Assistant Dean Garcia summarized the attendance of the freshman and transfer student orientation participation numbers. Over the summer a total of 18 total sessions were held:

(11) First Time Freshman with a total of 739 students (AE – 135; CCEE – 188; ECE – 150; ME – 266)

(7) Transfer students with a total of 220 students (AE – 27; CCEE – 57; ECE – 89; ME/Bio – 47)

2) Assistant Dean Garcia listed the specific Department courses that have students waitlisted for Fall 2018 semester and each Department Chair provided an update on the waitlisted courses.

10. Part-Time Lecturer Workshop

Assistant Dean Garcia and Dr. Yusuf Ozturk discussed offering a Part-Time Lecturer Orientation to cover important items related to Engineering that are not covered in the orientation offered by Faculty Advancement. A review of current orientation will be completed first and a follow up with Engineering specific topics may be held.

11. 2018-19 CoE Important Dates to Remember:

- **August 22, 2018 (Wed)** – 9:00am-1:00pm – **CoE Faculty & Staff Retreat** – Bioscience Center – Gold Auditorium & Lunch at FSC
- **August 22, 2018 (Wed)** – 5:30pm-7:30pm – **Engineering Gathering** – Gordon Biersch Restaurant
- **October 9, 2018 (Tue)** – 11:00am-12:00pm – **CoE Faculty Mtg** – Bioscience Center – Gold Auditorium
- **November 2, 2018 (Fri)** – 8:30am-1:00pm – **Engineering Dean’s Advisory Board Mtg** – Templo Mayor Conf. Room
- **December 4, 2018 (Tue)** – 11:00am-12:00pm – **CoE Faculty Mtg** – Bioscience Center – Gold Auditorium
- **December 11, 2018 (Tue)** – 11:30am-1:00pm – **CoE Holiday Luncheon** – The Garden - Cuicacalli
- **February 12, 2019 (Tue)** – 11:00am-12:00pm – **CoE Faculty Mtg** – Bioscience Center – Gold Auditorium
- **April 23, 2019 (Tue)** – 11:00am-12:00pm – **CoE Faculty Mtg** – Bioscience Center – Gold Auditorium
- **May 8, 2019 (Wed)** – 8:30am-1:00pm – **Engineering Dean’s Advisory Board Mtg** – Park Blvd. Conf. Room – Aztec Student Union
- **May 8, 2019 (Wed)** – 1:30pm-4:00pm – **2019 Engineering Design Day** – Montezuma Hall

12. 8/13/18 – Deans Development Council (DDC); 8/1/18 Deans Research Council (DRC) & Academic Deans Council (ADC)

Interim Dean Olevsky provided the following updates:

DDC

A) Mary Ruth Carleton, VP University Relations & Development and team reported on the plan of action during the new transition.

- B) PSFA presented on their Development initiatives and raised over \$9M last fiscal year.
- C) Dean Bouchard wants to start a program on SDSU campus sustainability, and kick-off meeting to be held in September.

DRC

- A) All federal-sponsored program employees are supposed to complete an academic research ethics training.

ADC

- A) Dr. Radmila Prislín, VP – Academic Affairs Resources provided an education session on how funds are distributed throughout the University.
- B) Various types of university funding models were discussed.

13. Roundtable

Theresa Garcia

- 1) Cheating and plagiarizing verbiage for faculty syllabi will be presented at Retreat. At future Executive Committee meeting Assistant Dean Garcia would like to work with the Executive Committee members to draft a CoE policy on the procedures for reporting academic dishonesty to integrate into the CoE Bylaws, that is in agreement with the University Senate Policy.
- 2) A number of student issues have been brought to the Omsbudman Office and Assistant Dean Garcia would like to invite the Omsbudman to one of the Executive Committee Meetings for her to share the Omsbudman Office processes.
- 3) The Center for Student Success in Engineering (CSSE) Coordinator will hopefully be hired by Labor Day and Assistant Dean Garcia is planning on having an open house after the Fall semester begins.

Having gone through all of the items on the agenda, Dr. Supernak moved and Assistant Garcia seconded and the meeting was adjourned at 4:27pm.

Minutes submitted by Marcie Morihiro, August 31, 2018.