



## EXECUTIVE COMMITTEE MEETING MINUTES

Wednesday, September 5, 2018  
2:00pm-4:30pm, Dean's Conference Room

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

Absent: P. Lu (seminar)

Interim Dean Olevsky called the meeting to order at: 2:23pm

1. Approval of 8/13/2018 Exec. Comm. Mtg. Minutes

The 8/13/2018 Executive Committee Meeting minutes were unanimously approved.

2. Engineering Development Update

Kate Carinder provided Engineering Development updates on recent gifts; new e-communication software named Marketo purchased by University for e-newsletters, e-campaigns, etc.; utilizing University alumni and donor database to send out e-communications and eliminating shadow databases; reaching out to successful alumni and featuring them in a new "Where Are They Now" article on website and social media; endowed faculty support and scholarships are priorities; if Departments have names of successful alumni or potential donors, please contact Kate Carinder ([kcarinder@sdsu.edu](mailto:kcarinder@sdsu.edu)). Assistant Dean Garcia is continuing to receive e-mails with "Contact Department" for general scholarships, and Kate is going to look at the general scholarships to see if the wording was updated per Assistant Dean Garcia's e-mail.

3. External Communications

Interim Dean Olevsky informed the Executive Committee that the President's Office would like routine and standard communications to external audiences (e.g., newsletters and other communication pieces of this type of nature), to be copied to the President's Office: [presoffi@sdsu.edu](mailto:presoffi@sdsu.edu).

4. Update on 2019-2020 TT Faculty Searches

AE – Dr. Lu – AE Propulsion – Everything has been approved by the Office of Employee Relations and Compliance. The position 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 was created at the CCEE Departmental retreat.

ECE – Dr. Mi – Artificial Intelligence Robotics & Automation – Committee has been formed. DSP position – Committee has been formed.

ME – Dr. Abraham – All (3) positions are advertised, committees formed and applications are being received.

5. IDP Update

Interim Dean Olevsky updated the Committee that the IDP proposal is still in review with the upper administration.

6. Update on Graduate & Research Studies

Interim Dean Olevsky provided the following updates:

A) JDP Orientation for Faculty & Students was held on Friday, August 31, from 2pm-4pm in the BioScience Gold Auditorium.

B) Record enrollment of (32) students.

C) JDP Symposium will be hosted by UCSD and they will be sending a special invitation to RSVP as they are providing dinner.

7. CoE FTES Target

Assistant Dean Garcia announced that we are at 99.89% of CoE FTES and we are currently short 25 FTES. The goal is to meet the 25 FTES by the end of September 26, 2018.

8. Non-registered Student Update

In contributing to the goal of meeting the CoE FTES, Assistant Dean Garcia provided an update that 250 engineering students from pre-major to grad were eligible to register but had not yet registered. After Assistant Dean Garcia went through each students' individual information (100) of these students had registered but there were still (100) undergrads not registered and Assistant Dean Garcia e-mailed these students to ask that they file a leave of absence if they were not planning on attending for Fall 2018. (50) grad students were still not registered; some had a grade of RD for the Spring or Summer semesters.

9. Student Success Fee Process & Deadlines

Assistant Dean Garcia distributed a Student Success Fee flyer with a list of deadlines and review dates. The Engineering specific workshop will be held on September 10, 2018, Scripps Cottage, from 11:00am-12:00pm

10. Update on E-220 Computer Lab

Interim Dean Olevsky is working on a plan for E-220 and PS 231 update with the Department Chairs and William Nguyen.

11. Academic Support & Student Engagement Expo Summary

Assistant Dean Garcia provided an update that the Academic Support & Student Engagement Expo held on August 27, from 10am-2pm, held on the Campanile walkway was the first time that Student Life & Leadership, Associated Students and the Assistant Deans, worked together to offer this Expo to encourage students to get involved. The College of Engineering was well represented with participation from Engineering clubs with their projects on display, student organizations, Troops to Engineers, Femineer® Program, and the CCEE Department.

12. 2018-19 CoE Important Dates to Remember:

- **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** – Temple 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
- **May 17, 2019 (Fri)** – 4:00pm-6:00pm – **Engineering Graduate Reception** – PPG Alumni Center

13. 9/5/18 – Deans Research Council (DRC)

Interim Dean Olevsky provided the following updates:

- A) Responsible Conduct of Research (RCR) – An RCR course requirement is being worked on by the SDSURF Foundation for a class training to be completed by newly hired research employees.
- B) Mission Valley partnerships discussed.

14. Roundtable

No items discussed at Roundtable

Having gone through all of the items on the agenda, Dr. Supernak moved and Dr. Mi seconded and the meeting was adjourned at 3:50pm.

Minutes submitted by Marcie Morihiro, September 24, 2018.