



EXECUTIVE COMMITTEE MEETING AGENDA

Wednesday, January 16, 2019
2:00pm-4:30pm, Dean's Conference Room

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

Interim Dean Olevsky called the meeting to order at: 2:04pm

1. URAD Engineering Update

Kate Carinder, Senior Director of Development, provided the following updates:

- i) Dean Mehrabadi Naming Ceremony, 1/25/19, 2pm, EIS Day Quad; ii) Discover SDSU – 2/11/2019 Rockets, Race Cars, Robots, event to engage donors who have given to Engineering and other areas of the University; iii) 2018-19 Engineering Development goal of \$3M has been met and trying for \$5M; iv) CEM Chair is starting to move forward; v) Kate asked Chairs to please e-mail her major important accomplishments of their Department in bullet point format; vi) Kate would like to be invited to Department meetings and Engineering Advisory Board meetings to further engage with faculty; vii) focusing on raising more money for the ME Department student design projects and student organizations; viii) Kate would like to have names of alumni to reach out to and build relationships; and ix) Interim Dean Olevsky attended Alda STEM Communications workshop in New York.

2. New Graduate Electronic Routing Form System

Dr. Andrew Bohonak, Assistant Dean of Graduate Affairs, provided the following updates:

- 1) Two electronic projects are being worked on in-house by Graduate Affairs staff: i) piloting online degree audit reports for graduate programs; ii) converting Master's paper forms to electronic forms that are housed in Graduate Affairs. Electronic forms mimic what is currently on paper forms and students will log in via Sharepoint to complete their forms (currently available to College of Business students only for testing). Graduate Advisors will utilize OnBase for reviewing and processing candidates. The electronic forms should be available to the entire campus within six months.
- 2) Dr. Bohonak will be providing 15-30 minute training for Graduate aAvisors and will be sending out a Doodle poll for availability. The OnBase system will not be available for at least 6 months or more.

3. Approval of 12/5/2018 Exec. Comm. Mtg. Minutes

The 12/5/2018 Executive Committee Meeting minutes were unanimously approved by all members present with minor edits to items #10 and #13 as requested by Assistant Dean Garcia.

4. Update on 2019-2020 TT Faculty Searches

AE – Dr. Lu – AE Propulsion – In the process of bringing (3) candidates for on-campus interviews and to be scheduled for February.

CCEE – Dr. Supernak – Geotechnical – (4) candidates came for on-campus interviews; on 1/24 Search Committee will share their results; Construction Engineering – (80) applications and narrowing to (10) candidates for Skype interviews.

ECE – Dr. Mi – DSP – (51) applications; Artificial Intelligence – (90) applications and deadline to apply for both positions is 1/31/2019. Candidate reviews will begin in February.

ME – Dr. Abraham – Advanced Manufacturing - 1/29-2/7/2019 (4) candidate on-campus interviews; Automation & Control - 2/14-2/26/19 (4) candidate on-campus interviews; Biomedical – Skype interviews this week and planning on 2/28-3/12/2019 for on-campus interviews.

5. Engineering Unit Reduction

Interim Dean Olevsky and Department Chairs met with CSU Fullerton and they mentioned that their Electrical Engineering enrollment was also going down. CSU Fullerton provided paperwork to Executive Committee members for reducing engineering units. Interim Dean Olevsky would like Chairs to review for discussion at future meeting.

6. Enrollment Trends

Assistant Dean Garcia provided the following updates:

- 1) Asst. Dean Garcia sent registration edit reports to Executive Committee members. Asst. Dean Garcia asked that Chairs please review the registration stops, holds, and warnings.
- 2) Asst. Dean Garcia and Damien Rosales, CSSE Coordinator, will be working on campaigns to follow-up on students who have specific needs.
- 3) Asst. Dean Garcia & Dr. Yusuf Ozturk are working on other student success campaigns such as: early identifying students that may not meet impact criteria to move from pre-major to major and reaching out to these students.

7. Explore SDSU

- 1) Asst. Dean Garcia distributed tentative schedule for Explore SDSU that Donovan Geiger has created. Student Q&A Panel may be updated to attract a larger audience; Dr. Lu will look into additional AE participation; and all members agreed to pilot an open lab format vs. time specific tours.
- 2) Enrollment Services informed Deans that they are holding (9) of out-of-state student orientations and Interim Dean Olevsky will be attending the Seattle, WA orientation which had the highest number of interested Engineering students. These out-of-state orientations are important to attend as 40% of SDSU tuition comes from out-of-state students.

8. Scholarship Process

Assistant Dean Garcia provided the following updates:

- 1) Asst. Dean Garcia provided a hand out from the Scholarship Office which lists scholarships that have not yet been awarded and for those scholarships which are overdue or due now. Asst. Dean Garcia asked if the Departments can please have their Scholarship Committees review and award the scholarships.
- 2) For the new Blackboard Award Management System (BBAM) for Scholarships, Colleges need to assign a core committee of 3-4 members who will be responsible for managing sub-committees. The Executive Committee unanimously agreed that the existing CoE level Scholarships and Awards Committee will serve as the core committee members with the existing Department level Scholarship & Awards Committees serving as the sub-committees.

9. Student Success Strategies

Asst. Dean Garcia is currently involved in the following incoming commuter student initiatives:

- 1) Two MESA Eng 096 courses for MESA enrolled students only.
- 2) University Seminar – Fall semester 1 unit/1-class per week – Student Life & Leadership places first year students in these courses to learn about: time management, utilizing resources on campus, test taking/note taking strategies, and learning from alumni and engineers for best practices.
- 3) MESA is working with Asst. Dean Garcia and Dr. Yusuf Ozturk to focus tutoring on courses that are high need and ways to engage with faculty; data will be collected.

The Division of Student Affairs is proposing a new approach in which they will be reaching out to (80) first year students through (4) sections of ENG 296 for 1 unit to help students. Asst. Dean Garcia asked the Executive Committee members if this is something that she should still be pursuing and Committee members unanimously agreed that the course should be offered.

10. 2019 Engineering Design Day

- 1) Department Chairs provided the estimated number of projects to participate in 2019 Design Day and the faculty teaching the courses as follows:

AE – 10 teams – Dr. Ahmad Bani Younes and Jeremy Nielsen

CCEE – 25-28 teams – John Prince

ECE – 20 teams – Ken Arnold

ME – 29 teams – Scott Shaffar

- 2) Asst. Dean Garcia spoke with Nik Marquez, President of the College of Engineering Student Council (CESC), and the CESC will organize a Fall Design Day for the ME and ECE Departments as they have senior design courses that end in the Fall semester.

11. 2018-19 CoE Important Dates to Remember:

- **January 25, 2019 (Fri)** – 2:00pm-2:45pm – **Dean Mehrabadi EIS Naming Ceremony** – EIS Thomas B. Day Quad
- **February 11, 2019 (Mon)** – 4:30pm-6:30pm – Discover SDSU - Rockets, Race Cars, Robots – EIS Complex
- **February 12, 2019 (Tue)** – 11:00am-12:00pm – **CoE Faculty Mtg** – Bioscience Center – Gold Auditorium
- **March 23, 2019 (Sat)** – Time TBD – **Explore SDSU** – Engineering location TBD
- **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 16 or 17, 2019 (Thu or Fri)** – 4:00pm-6:00pm - **Senior Banquet** – SDSU Alumni Center
- **May 18, 2019 (Sat)** – 5:30pm-7:30pm – **2019 Engineering Commencement** – Viejas Arena

12. Updates on University Administration Meetings

Interim Dean Olevsky provided the following updates:

12/13/18 Presidential Delegation to Baja

Interim Dean Olevsky participated in SDSU Presidential visit to Baja to meet with UABC and El Colef universities for potential collaborations.

12/19/18 Academic Deans Council (ADC)

Discussed GI 2025.

1/7/19 - Council of Deans & Vice Presidents (CODVP)

- 1) IVC campus hosted CODVP meeting.
- 2) Discussion on more involvement of IVC and identified two areas most important for IVC Community: Engineering & Agriculture (specifically water resources).
- 3) Considering new policies regarding SDSU budget not based on FTES. Deans were charged with coming up with (2) alternatives per College. Interim Dean Olevsky suggested the following: 1) headcount of majors; and 2) headcount of out-of-state students and international. Executive Committee members discussed possibility of amount of research funding being a factor. If the Chairs have further suggestions they should e-mail them directly to Interim Dean Olevsky.

1/16/19 – Deans Development Council (DDC)

Discussed Discover SDSU.

13. Roundtable

Dr. Janusz Supernak – 1) Deputy Director of Caltrans would like meeting with SDSU President as they are interested in a border cross study with Mexico; and 2) Erasmus+ Program – (7) students going from SDSU and University of Michigan and looking to expand the program.

Assistant Dean Garcia – 1) Director of Counseling and Psychological Services, would like to pilot a “Let’s Talk” program where CoE would provide a space for a counselor for a 2-hour time block for students to talk to a counselor without paperwork and records being kept. The Executive Committee members unanimously agreed to pilot the program.

Having gone through all of the items on the agenda, Dr. Supernak moved and Asst. Dean Garcia seconded and the meeting was adjourned at 4:42pm.

Minutes submitted by Marcie Morihira, February 4, 2019.