



EXECUTIVE COMMITTEE MEETING MINUTES

Wednesday, April 3, 2019
2:00pm-3:15pm, Dean's Conference Room

Attendees: Interim Dean Olevsky; Drs. J. Abraham, C. Mi, J. Supernak; Asst. Dean Garcia, Marcie Morihito

Absent: Dr. Ping Lu (conference)

Interim Dean Olevsky called the meeting to order at: 2:03pm

1. RTP Process

Amy Jensen, CoE Administrative Analyst, provided the following updates regarding the RTP Process:

- 1) RTP Validation – University is no longer requiring that information on a faculty candidate CV be checked and validated, the CV only needs to be checked for proper format. Departments can choose to add validation of CV information to their Departmental RTP policies, as long as it does not conflict with the University policy.
- 2) Temporary Faculty Periodic Evaluations – Faculty Advancement has moved the Periodic Evaluations to Interfolio and they only require temporary faculty members to submit a coversheet, student evaluations and a CV, everything else is listed as optional. Departments can choose to add other items required for temporary faculty periodic evaluations to their Departmental RTP policies, as long as it does not conflict with the University policy.
- 3) Faculty Advancement has added the following statement to their web site for temporary faculty members who do not respond to the prompt for evaluation or provide materials required: “Periodic evaluation is required by the Collective Bargaining Agreement. Temporary faculty members are “responsible” for submitting required evaluation materials (15.12). Required materials not available to the temporary faculty member shall be provided by the academic unit. Temporary faculty members who do not participate in the evaluation process may not be eligible for careful consideration by the academic unit for available work or a subsequent appointment (12.7).”
- 4) Departments are official keepers of temporary faculty Personnel Action Files and should be utilizing the Personnel Action File Access Log.

2. Approval of 3/20/2019 Exec. Comm. Mtg. Minutes

The 3/20/2019 Executive Committee Meeting Minutes were unanimously approved by all members present, with a change of date in item #3 – ECE.

3. Update on 2019-2020 TT Faculty Searches

AE – Dr. Lu – AE Propulsion – Offer accepted.

CCEE – Dr. Supernak - Geotechnical position – Offer accepted; Construction position – Interim Dean Olevsky is negotiating with top candidate.

ECE – Dr. Mi – DSP – Last interview is 4/10/19 and will provide top candidate name to Interim Dean Olevsky on 4/11/19; Artificial Intelligence – Offer verbally accepted.

ME – Dr. Abraham – Advanced Manufacturing – Offer accepted; Automation & Control – Offer accepted; Biomedical – Offer letter is being sent to top candidate.

4. Nominations for \$2K Northrop Grumman Excellence in Teaching Award

The NG Teaching Award is for a tenure/tenure-track faculty member. The Department Chairs will review their faculty based on their teaching portfolio and will nominate one faculty from their respective Department for the NG Award. Department Chairs to submit faculty name and half page summary [Update 4/8/19 – Executive Committee Members unanimously agreed via e-mail that the nominations should not exceed 1-page]

to Marcie Morihiro, by end of day Tuesday, 4/16/19. The nominees will be reviewed in the 4/17/19 Exec. Comm. Mtg. and forwarded to the CoE Scholarship & Awards Committee to select final awardee.

5. CoE Space Issues & 4/16/19 CoE Summer Construction Info Mtg.

Interim Dean Olevsky met with Project Management to discuss possible ways of adjusting the CoE renovation plan to be more cost effective.

6. Explore SDSU Debrief

Asst. Dean Garcia asked Committee members for feedback for the 3/23/19 Explore SDSU and following comments were made: i) overall the event was good and very well attended; ii) record number of CCEE visitors to the Department Chair presentation in Hepner Hall with both sessions full and second session people were standing; and iii) improved signage would be helpful as it was difficult for visitors to find labs and presentation rooms.

7. New Scholarship Mgmt. Training – Mon 4/8/19 – 9am-10:30am – E-203E

Asst. Dean Garcia reminded the Chairs about the New Scholarship Management Training on, Monday, 4/8/19, from 9am-10:30am, in the Engineering Dean's Conference Room, E-203E. If there is any faculty/staff that they would like to attend, please have them stop by, no RSVP is needed for the training session. Asst. Dean Garcia has already invited the CoE Scholarship & Awards Committee members.

8. New Degree Evaluations

- 1) Asst. Dean Garcia showed the Committee how to view the New Degree Evaluation that has launched on WebPortal, including the new statistics and details that are included on each students' evaluation.
- 2) Asst. Dean Garcia handed out Curriculum & Pre-Requisition flow charts that the Center for Student Success in Engineering (CSSE) Peer Advisors have created for each Department utilizing the 2018-19 General Catalog. Asst. Dean Garcia asked that the Chairs please review and provide feedback and approve the charts for use in the CSSE. If Departments already have a flow chart in place that can be used for CSSE, please forward them to Asst. Dean Garcia.

9. Student Travel to Sanctioned Competitions

Asst. Dean Garcia and the Committee Members discussed how to consider and approve student travel to sanctioned competitions. Students travel to their competitions where it's usually 2-3 days, but there are some exceptions where it can take up to 2-weeks. Asst. Dean Garcia looked at the University Senate Policy and there is no policy in place on student travel for official student competitions. Interim Dean Olevsky suggested that each Department come up with their own individual policy as each Department has different student competition dates and length of travel.

10. 2018-19 CoE Important Dates to Remember:

- **April 11, 2019 (Thu)** – Various event times - **Investiture of President Adela de la Torre** – For more information and to RSVP, please visit: <https://inauguration.sdsu.edu/>
- **April 16, 2019 (Tue)** – 11:15am-12:00pm – **CoE Summer 2019 Construction Project Info. 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** – TBD – Aztec Student Union
- **May 8, 2019 (Wed)** – 1:30pm-4:00pm – **2019 Engineering Design Day** – Montezuma Hall
- **May 17, 2019 (Fri)** – 5:00pm-7:30pm – **Senior Banquet** – SDSU Alumni Center
- **May 18, 2019 (Sat)** – 5:30pm-7:30pm – **2019 Engineering Commencement** – Viejas Arena

11. Updates on University Administration Meetings

- 1) All meetings were cancelled for various reasons.
- 2) The Provost is soliciting updates for the 2019/2020 Faculty hiring proposals via e-mail.

12. Roundtable

Dr. Supernak – 105 students went to the 2019 San Luis Obispo Pacific Southwest Competition and took 6th place nationally in the GeoWall competition.

Having gone through all of the items on the agenda, Assistant Dean Garcia moved and Dr. Supernak seconded and the meeting was adjourned at 3:17pm.

Minutes submitted by Marcie Morihiro, April 15, 2019.