



EXECUTIVE COMMITTEE MEETING MINUTES

Wednesday, August 7, 2019
2:00pm-4:30pm, Dean's Conference Room, E-203E

Attendees: Dean Olevsky; Drs. J. Abraham, T. Garoma, P. Lu, C. Mi (via phone), Y. Ozturk, J. Supernak; Asst. Dean Garcia and Marcie Morihiro.

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

1. Welcome & Introduction of Interim Associate Deans

Dean Olevsky welcomed and gave brief introductions for the new Interim Associate Deans to the Executive Committee: Dr. Temesgen Garoma, Graduate Studies & Research and Dr. Yusuf Ozturk, Undergraduate Studies.

2. URAD Engineering Update

Kate Carinder, Senior Director of Development for Engineering provided the following updates: i) Engineering Development goal of \$3M was reached for 2018-19. For 2019-20 goal is \$4M; ii) 2019-20 Goals for Engineering - priority areas of funding: faculty support, fellowships, scholarships, student organization support; iii) Kate is looking for contacts at Kyocera, HP, Ceredyne 3M, Coors Tek, Oasis Materials, Cerner and Cubic, faculty/staff can e-mail Kate: kcarinder@sdsu.edu if they have any contacts; iv) gift announcements, articles and other communications will start August 26; and v) Important Dates: 10/4 Galeana & Garcia Collaborative Annex for MESA naming; 11/15 College-wide tailgate at Aztec Football game.

3. Diversity Planning Process

Dr. Jennifer Imazeki, Assoc. Chief Diversity Officer for Faculty Success, provided a handout on the SDSU Strategic Planning Process. The handout also included a timeline for the Diversity Equity and Inclusion plan. Dr. Imazeki reviewed the deadlines that the College and Departments will be responsible for in their mandated unit diversity plans. Each Department in the CoE will be responsible for having their own diversity plan and council, in addition to the College level diversity council.

4. SDSU University Senate

Dr. Mark Wheeler, Chair of University Senate, introduced himself and his experience related to the 120-unit reduction and EO 1100. Dr. Wheeler participated in the Executive Committee meeting to discuss strategies for reducing number of Engineering units in follow up to meetings he has had with Dean Olevsky and Interim Assoc. Dean Ozturk.

5. Approval of 7/10/2019 Exec. Comm. Mtg. Minutes

The Executive Committee members unanimously approved the 7/10/2019 Executive Committee Meeting minutes.

6. Update on 2020-2021 TT Faculty Searches

AE – Dr. Lu - Aerospace Engineering position – Search committee working on advertisement and should be finalized by end of this week. The ad will then be submitted to University for approval.
CCEE – Dr. Supernak - Sustainable Infrastructure Engineering position – Will have an update after CCEE Retreat.

ECE – Dr. Mi - DSP position – Will have an update after the ECE Retreat.

ME – Dr. Abraham - Robotics & Control position – Selecting search sub-committee at ME Retreat. The ad is out and have received a couple of applications.

DEANS – Dean Olevsky reminded Department Chairs that two faculty names need to be submitted after the Department Retreats to serve on the search committees for the permanent Associate Dean positions for Graduate Studies & Research and Undergraduate Studies.

7. CoE Space Issues

Dean Olevsky updated the Committee that we have a difficult situation for Fall 2019 since renovations were not completed in Summer 2019 and this added to the space issues as some of the renovations were to be faculty offices. We have a deficit of 3 offices in AE & ME which have been allocated as swing spaces in Adams Humanities and Education buildings, and the renovated offices should be done at the end of Fall 2019. The CoE has been given its' equipment funds and all of these funds the CoE needs to spend for the renovation of Building A in Parking Lot 16, which will still not be a sufficient amount of funds for full renovation of Building A.

8. Preliminary Discussion on ABET Preparation

Dean Olevsky and Interim Assoc. Dean Ozturk spoke with the Committee about preparing for ABET. Interim Assoc. Dean Ozturk has access to the CoE ABET account and will coordinate efforts with the Departments. Interim Assoc. Dean Ozturk will work on composing the ABET timeline.

9. Status of JDP

Dean Olevsky & Interim Assoc. Dean Garoma provided the following update on the JDP:

- 1) Tremendous growth in the CoE JDP which is being cautiously approached by the administration due to the amount of financial resources needed.
- 2) Dean Olevsky and Interim Assoc. Dean Garoma have created a draft memorandum for the administration summarizing the status of the JDP.

10. Master of Engineering

Interim Assoc. Dean Garoma spoke with Committee about the process of the Master of Engineering Program. Interim Associate Dean will be the point of contact as the Graduate Adviser for the Master of Engineering students and is then responsible for forwarding students to the respective Department Chair for Program of Study (POS).

11. Discussion of Summer/Fall Enrollment

Dean Olevsky informed the Committee that the CoE did not meet their FTES target for Summer 2019. Interim Assoc. Dean Ozturk is working on developing a strategic plan for how the CoE can improve for Summer 2020. As well, Interim Assoc. Dean Ozturk is looking at students who may benefit from taking a summer course that will increase their chance for graduating in 4-years and possibly sending an e-mail to these students to encourage them to sign up for summer session. Dean Olevsky mentioned that winter session has been increased to 17 working days.

12. New Student Orientation

Asst. Dean Garcia informed the Committee that the CoE New Student Orientation for first time freshman is complete and transfer students is now starting with three sessions remaining. Some courses are already waitlisted and Asst. Dean Garcia asked Department Chairs to please monitor their wait lists. Asst. Dean Garcia and Interim Assoc. Dean Ozturk are working on issue with College of Science regarding students enrolling in Chem 100.

13. Finalize CoE Diversity, Equity and Inclusion Council

Asst. Dean Garcia provided a list of the proposed members and structure for the CoE Diversity, Equity and Inclusion Council and the following motion was made by Asst. Dean Garcia:

“I move to approve the CoE Diversity, Equity and Inclusion Council members and structure.”

Dr Supernak seconded the motion and all Executive Committee members present unanimously approved the members and structure.

14. EAB Update

Asst. Dean Garcia and Interim Assoc. Dean Yusuf are currently going through the process of identifying the roles in EAB and that they are identified correctly in the system. Asst. Dean Garcia handed out a list of advisors for each Department and asked that the Department Chairs review and provide any corrections to Asst. Dean Garcia by end of day, Friday, August 9, 2019.

15. Update CoE Information Brochure

Marcie Morihiro distributed copies of the current CoE Information Brochure to the Committee Members and asked Committee Members to review and bring edits/suggestions to the next Executive Committee Meeting on 8/21/2019.

16. 2019-20 CoE Important Dates to Remember:

- **Aug 22, 2019 (Thu)** – 10:00am-12:00pm – **All University Convocation & Appreciation Luncheon** – Montezuma Hall
- **Aug 22, 2019 (Thu)** – 1:00pm-4:30pm – **2019 CoE Fall Faculty/Staff Retreat** – Templo Mayor Conf. Room (Rm. 231), Aztec Student Union
- **Aug 23, 2019 (Fri)** – 6:30pm-8:30pm – **CoE Gathering** – Tom Ham's Lighthouse
- **Oct 8, 2019 (Tue)** – 11:00am-12:00pm – **CoE Faculty Mtg** – Bioscience Gold Auditorium
- **Dec 3, 2019 (Tue)** – 11:00am-12:00pm – **CoE Faculty Mtg** – Bioscience Gold Auditorium
- **Dec 10, 2019 (Tue)** – 11:30am-1:00pm – **CoE Holiday Luncheon** – Cuicacalli Suites, The Garden

17. Updates on University Administration Meetings

Dean Olevsky provided the following updates:

- 1) Deans Research Council (DRC) – NRTW's were discussed; presentation from Student Graduate Council and they were asking if Colleges have Graduate Student Councils and what they have been doing in the Colleges. Interim Assoc. Dean Garoma will need to work with the CoE Graduate Student Council.
- 2) Academic Deans Council (ADC) – i) A possible responsibility for Deans, CoE Assoc. Deans and Dept. Chairs is to attend an international or out-of-state undergraduate recruitment events for Engineering; ii) Enrollment numbers were discussed - First time freshman enrollment by resident students: the CoE is number 2 after the College of Business; international enrollment the CoE is one of the largest of the SDSU Colleges; and iii) Provost plans to have a monthly Provost newsletter and will be sending an email to the Deans to solicit stories from individual Colleges.

18. Roundtable

Dr. Supernak – Nicole Brokaw received Presidential Staff Excellence Award and will be starting in the AE Department on Friday, August 9, 2019.

Interim Assoc. Dean Ozturk – EMAG (Enrollment Management Committee) finalized the report to the President. For Engineering we stated that we wanted a special case for admitting Engineering students as current eligibility index isn't sufficient.

Having gone through all of the items on the agenda, Interim Assoc. Dean Ozturk moved and Asst. Dean Garcia seconded and the meeting was adjourned at 4:50pm.

Minutes submitted by Marcie Morihiro, August 16, 2019.