



## EXECUTIVE COMMITTEE MEETING MINUTES

Wednesday, August 21, 2019  
2:00pm-4:30pm, Dean's Conference Room, E-203E

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

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

1. College of Extended Studies Playbook: Data, Process & Planning

Dean Radhika Seshan, College of Extended Studies (CES), and CES Staff gave a presentation on CES Playbook – Scaling Self-Support Programs which covered how adult learning programs for certificates, professional degrees and degree completions are identified, created, marketed and tracked and the 3-year revenue objective for the CES. The MS in System Engineering, in the ECE Department, is currently being expedited through the CES approval process.

2. Approval of 8/7/2019 Exec. Comm. Mtg. Minutes

The Executive Committee Members unanimously approved the 8/7/2019 Executive Committee Meeting minutes.

3. Update on 2020-2021 TT Faculty Searches

AE – Dr. Lu - Aerospace Engineering position – Final touches being made on search advertisement and expect it to be done this week.

CCEE – Dr. Supernak - Sustainable Infrastructure Engineering position – Retreat on Friday and will have an update after the Retreat.

ECE – Dr. Mi - DSP position – Retreat on Friday and will have an update after the Retreat.

ME – Dr. Abraham - Robotics & Control position – Search sub-committee will be confirmed on Friday at Retreat.

DEANS – Dean Olevsky reminded the Department Chairs to provide faculty names to serve on the search committees for the permanent Associate Dean positions for Graduate Studies & Research and Undergraduate Studies.

4. CoE Space Issues

Dean Olevsky updated the Committee that he has had meetings with the President, Provost, AVP Resources regarding CoE space issues: i) Administration is concerned at all levels from AVP to President about the labs for the junior faculty, especially those in E-120; work is to start in September and be completed by end of Fall semester; and ii) (16) spaces to be renovated, including last two hiring cycles, in addition to the (3) in E-120, for a total of (19), as of today, (6) of the faculty are accommodated; (3) from E-120 by end of year, and the remaining (10) still to be renovated. Dean Olevsky is working with AVP Resources on the funding of renovations for the next (3) faculty in 2020-2021, including Building A, in Parking Lot 16.

5. 120-Unit Reduction

Interim Assoc. Dean Ozturk is talking with College of Health & Human Services (HHS) about opening up our senior design and to collaborate with HHS on the projects. The CoE has two options for the 120-Unit Reduction: i) exception; or ii) double counting; the CoE needs to decide which option to pursue. Dean Olevsky asked Departments to start working on their proposals for a major unit reduction in their respective programs, if they have not yet started.

6. ABET Preparation

Interim Assoc. Dean Ozturk has started studying ABET timeline and will create a project timeline. Interim Assoc. Dean Ozturk would like to know the names of the ABET Leads in each Department. For now contacts are as follows until further notice from Departments: AE – Dr. Lu; CCEE – Dr. Supernak; ECE – Dr Mi; and ME – Dr. Abraham.

7. SDSU General Catalog – Review & Update Research Centers & Institutes

Interim Assoc. Dean Ozturk sent an e-mail to Department Chairs regarding the Research Centers and Institutes that are listed in the SDSU General Catalog to confirm that the Centers & Institutes listed in the SDSU General Catalog are active. Dean Olevsky shared with the Committee the (4) Engineering Centers & Institutes that were approved for a 5-year renewal on January 29, 2018.

8. Status of JDP

Dean Olevsky and Interim Assoc. Dean Garoma provided the following updates: i) Dean Olesky sent the Department Chairs a memo from the Provost regarding the financial support from Academic Affairs; ii) Interim Assoc. Dean Garoma handed out an estimated cost for a JDP Student hired as a Research Assistant and supported with a grant through SDSURF; and iii) Dean Olevsky would like Interim Assoc. Dean Garoma to follow up with Graduate Affairs Office regarding the distribution of University Graduate Fellowships (UGF) funds and to follow up with Amy Jensen, CoE Financial Analyst.

9. 2019 HENAAC Conference

SDSU Graduate Affairs Office has purchased a table at the 2019 Hispanic Engineering National Achievement Awards Conference (HENAAC), 9/25-9/29/19, in Florida. Interim Assoc. Dean Garoma is attending the conference to recruit students for CoE Masters and JDP Programs. Interim Assoc. Dean Garoma asked Committee members to prepare/develop any flyers to hand out at the conference and submit an electronic copy to Interim Assoc. Dean Garoma by end of day Friday, September 6, 2019.

10. Discussion of Summer/Fall Enrollment

Interim Assoc. Dean Ozturk provided the following updates: i) Interim Assoc. Dean Ozturk had a discussion with AVP Resources regarding the historical FTES numbers for CoE and the FTES goals for 2020 Summer Session. AVP Prislin will work with Interim Assoc. Dean Ozturk on the final FTES, which will be between 228-255; ii) CoE plans to offer (7) new courses, as well, CoE has increased their online courses during the semester; iii) Interim Assoc. Dean Ozturk will be identifying Engineering students that would benefit from taking a summer course and will be sending them an e-mail; and iv) Interim Assoc. Dean Ozturk has devised a course and semester planning tool to determine in each Department Program the courses that would be beneficial to offer in summer that have a high impact on improving students' ability to graduate on time.

11. New Student Orientation

Asst. Dean Garcia shared information from a report provided by the Office of New Student and Parent Programs in regards to the CoE New Student Orientation numbers from 2018 & 2019. Asst. Dean Garcia commented that the Chairs did a good job in making sure openings were available in courses during the registration period and monitoring the wait lists for their courses.

12. EAB Update

Asst. Dean Garcia and Interim Assoc. Dean Ozturk are working with Advising and Leadership team for EAB. EAB will be live for Spring 2020 semester. Asst. Dean Garcia distributed two lists of users which includes all CoE Faculty and Staff users, as well, as a short list of those Department Chairs and Staff that will be added immediately to pilot the system. Asst. Dean Garcia would like to have the CoE pilot the system in Fall 2019 so CoE is ready to use EAB when it goes live in Spring 2020 semester.

13. Updates for CoE Information Brochure

Marcie Morihiro followed up with Committee Members regarding any updates/edits to the CoE Information Brochure.

14. 2019-20 CoE Important Dates to Remember:

- **Aug 22, 2019 (Thu)** – 10:00am-12:00pm – **All University Convocation & Appreciation Lunch** – Montezuma Hall
- **Aug 22, 2019 (Thu)** – 1:00pm-4:30pm – Templo Mayor Conf. Rm., Conrad Prebys Aztec Student Union – **2019 CoE Fall Faculty/Staff Retreat**
- **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
- **Oct 23, 2019 (Wed)** – 8:00am-4:30pm – **Provost Visit to CoE** – Location: TBD
- **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

15. Updates on University Administration Meetings

Dean Olevsky provided the following update:

1) Deans & AVPs Meeting

- A) Each College needs to come up with 3 financial needs. Dean Olevsky and Committee members discussed funding for: 1) space renovations; 2) JDP; and 3) instructional budget, specifically an increased budget for graders.
- B) Strategic Planning process.
- C) Preparations for Sat 8/24/19 New Student & Family Convocation.

16. Roundtable

Dean Olevsky – Last year one issue was tabled for Executive Committee to revise the CoE Constitution & Bylaws and Assigned Time Policy. Dean Olevsky would start to working on the general part of the Constitution & Bylaws and the Executive Committee Members agreed to move forward with the review and editing.

Interim Assoc. Dean Ozturk – Provided statistics on Engineering student SAT and eligibility index numbers.

Dr. Supernak – Dr. Hassan Tavakol will be recognized by the SDSU President for being one of the professors who made it easier for students to not have to buy books for his course, but instead, was able to find free access online to the text without copyright violations.

Asst. Dean Garcia – Last semester the SDSU Counseling & Psychological Services piloted a “Talk It out” program where CoE provided a space for a counselor for a 2-hour time block/2-days a week for students to talk to a counselor for free without paperwork and records being kept. The “Talk It Out” program is going to continue in the CoE for the Fall 2019 semester for the same amount of time/days.

Having gone through all of the items on the agenda, Dr. Supernak moved and Assistant Dean Garcia seconded and the meeting was adjourned at 4:50pm.

Minutes submitted by Marcia Morihiro, September 6, 2019.