



## EXECUTIVE COMMITTEE MEETING MINUTES

Wednesday, September 11, 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 2:08pm

### 1. URAD Engineering Update

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

i) CoE goal is \$4M for 2019/20 fiscal year; Priorities: scholarship/faculty support/fellowships/AGC Chair in Construction Management (Kate provided a copy of CEM Program brochure); ii) Kate asked Department Chairs to please let her know when they have Department Meetings and Industrial Advisory Board (IAB) Meetings (for IAB meetings, consider taking Board Members on tours or invite scholarship recipients to talk about impact of scholarships); iii) Kate would like each Department to be sending at least one newsletter per semester with a section focusing on Development; iv) Kate would like Departments to please include Ways to Give and links to the Where are They Now pieces on Departmental websites; v) New for this year: Dean's Giving Circle (\$1,500 annually – Doug Fronius is championing this initiative); Engineering Challenge (Kate is working with corporations to have one SDSU Engineering alumni within each company to encourage fellow Alumni colleagues to give to the CoE); and Kate invited College leadership to give to the CoE and provided a Payroll Deduction Authorization Form; vi) if any Faculty/Staff have connections to Kyocera, Hewlett Packard, Ceredyne 3M, Coors Tek, Oasis Materials, Cerner (specifically Swati Kode, 2011 MS in ECE), or Cubic, please e-mail Kate: [kcarinder@sdsu.edu](mailto:kcarinder@sdsu.edu); vii) October 4, 2019 – MESA Ribbon Cutting Ceremony for the Daisy Galeana and Theresa M. Garcia MESA Collaborative Annex.

### 2. Approval of 8/21/2019 Exec. Comm. Mtg. Minutes

The Executive Committee members unanimously approved the 8/21/2019 Executive Committee Meeting minutes with minor changes to item #11 and #16 Asst. Dean Garcia item in Roundtable.

### 3. Update on 2020-2021 TT Faculty Searches

AE – Dr. Lu - Aerospace Engineering position – Advertisement has been approved and sent out to five different venues and ads are starting to appear.

CCEE – Dr. Supernak – Structural Engineering position – Dr. Robert Dowell is the Chair and Dr. Supernak has prepared the paper work for Dr. Dowell to move forward with the search.

ECE – Dr. Mi - DSP position – Committee has elected Dr. Ashkan Ashrafi as Chair and ad is being formalized for approval and will be posted to Academic Keys and IEEE upon approval.

ME – Dr. Abraham - Robotics & Control position – (23) applications received to date.

DEANS – Dean Olevsky

Interim Assoc. Dean for Undergraduate Studies - Committee is formed and still determining Chair of the Committee.

Interim Assoc. Dean for Graduate Studies & Research - Committee is close to being finalized.

4. Agenda for 10/23/19 Provost CoE Visit

Dean Olevsky provided the draft agenda for the 10/23/19 Provost CoE Visit. Marcie Morihiro will be notifying Engineering Executive Committee Members, Faculty and Staff of Provost meeting times.

5. CoE Space Issues

Dean Olevsky spoke about Building A and that its renovation will hopefully provide (6) new offices; (6) new labs; and Rocket Club space. Total cost to renovate Building A: \$2.81M.

6. Status of JDP

Interim Assoc. Dean Garoma provided a handout with data on the number of CoE Enrolled Graduate students and Master of Sciences students.

7. Research/Grant Update

Interim Assoc. Dean Garoma provided a handout with data on number and type of Proposals Submitted by Engineering Faculty and Total Dollars Awarded to Engineering Faculty.

8. 120-Unit Reduction

Interim Assoc. Dean Ozturk had a discussion with Dean of Engineering at CSU Fullerton and she provided Interim Assoc. Dean Ozturk with the points of argument they made to their Senate to reduce the number of Engineering units required for their students to graduate. The (3) areas CSU Fullerton was able to reduce units were in: critical thinking; life-long learning and self-development; and explorations in natural science course. Interim Assoc. Dean Ozturk is looking at these three areas in CoE curriculum. Interim Assoc. Dean Ozturk is serving on SDSU GE Reform Committee and he has been meeting with various SDSU Senators to discuss Engineering's challenges with its 120-unit reduction.

9. ABET Preparation

Interim Assoc. Dean Ozturk created a shared folder for ABET with documents related to the CoE ABET visit and has given access to Executive Committee Members. Interim Assoc. Dean Ozturk discussed the various direct and indirect surveys that will need to be completed.

10. UG Curriculum Issues

Interim Assoc. Dean Ozturk spoke about the online courses that are being created in CoE and a standardized process for assessment needs to be created in the College. Interim Assoc. Dean Ozturk is going to meet with the CoE Curriculum Committee to explain the online course issues and come up with a standardized process for the CoE faculty and also propose the use of a test center for online exams. Currently, the University does not have a standardized assessment policy in place.

11. GI 2025 – 10/21/19 Presentation & CSST Membership

Asst. Dean Garcia provided an update regarding the GI 2025 topic that was covered at the 9/4/19 Academic Deans Council meeting which included Assoc./Asst. Deans. The Provost is having the College Deans present their College Student Success Team (CSST) plans for GI 2025 on October 21, 2019. Asst. Dean Garcia asked the Department Chairs to please let her know if they have any suggestions and if they would like to participate in the CSST meetings to work on the CoE GI 2025 plan.

12. Grading Policy Reminders

Asst. Dean Garcia asked Department Chairs at their next Department Meetings to please remind faculty regarding the appropriate use of giving a grade of "I" and that grade changes should only be approved for a mistake.

13. Safety/Emergency Protocol

Asst. Dean Garcia checked with the Student Rights & Responsibilities and Counseling & Psychological Services Departments regarding appropriate protocol for students with possible mental health issues. Both Departments are willing to come to an Executive Committee Meeting to discuss this matter.

14. Updated CoE Information Brochure

Marcie Morihiro provided a final draft of the CoE Information Brochure that will be sent for printing on Thursday, 9/12/19. Any further edits need to be provided to Marcie Morihiro by 9:00am, Thursday, 9/12/19.

15. 2019-20 CoE Important Dates to Remember:

- **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: Bioscience Center – Gold Auditorium
- **Nov 15, 2019 (Fri)** – 8:30am-1:00pm – **Engineering Dean's Advisory Board Mtg** – Templo Mayor Conf. Rm., Aztec Student Union
- **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
- **May 6, 2020 (Wed)** – 8:30am-1:00pm - **Engineering Dean's Advisory Board Mtg** – Templo Mayor Conf. Rm., Aztec Student Union
- **May 6, 2020 (Wed)** – 1:30pm-4:00pm – **2020 Engineering Design Day** – Montezuma Hall, Aztec Student Union

16. Updates on University Administration Meetings

Dean Olevsky provided the following updates:

- 1) Strategic Planning Workshops – Dean Olevsky reminded the Executive Committee Members to register to participate in one of the Strategic Planning Workshops.

17. Roundtable

Dean Olevsky – Dean Olevsky, Interim Assoc. Dean Ozturk and Marcie Morihiro have worked on comparing and revising the CoE Constitution & Bylaws submitted by the CoE Constitution & Bylaws Committee in February 2018. The document is now ready for the Executive Committee Members to review and Marcie Morihiro will share the document via Google Docs and Committee Members need to provide comments by Friday, October 11, 2019. On Friday, October 18, 2019, the Executive Committee will have a separate meeting to review and approve the Executive Committee Member comments.

Dr. Lu – Dr. Lu, along with (10) students, went to JPL with President de la Torre and Presidential Staff on Friday, 9/6/19. Jordan Evans was there for the visit and the SDSU delegation met (20) SDSU Alumni from Engineering and other majors for a very positive and productive visit.

Dr. Supernak – District 11 of CalTrans initiated an Innovation Fair and for the first time our National University Transportation Center was invited to have a booth at the fair.

Dr. Mi – ECE Department is working on (2) online programs and (1) Master program and everything is going well. The ECE Department will bring the programs to the Curriculum Committee soon.

Asst. Dean Garcia – The Student Success Fee (SSF) application is open and deadline for applications is 10/1/2019. Asst. Dean Garcia is partnering with Academic Affairs to host a Proposal Writing Workshop on Monday, 9/16/19, from 12pm-1pm in Templo Mayor Conference Room, Conrad Prebys Aztec Student Union, and all students are welcome to join. There is \$1.7M available for SSF this year.

Having gone through all of the items on the agenda, Dr. Lu moved and Assistant Dean Garcia seconded and the meeting was adjourned at 4:29pm.

Minutes submitted by Marcie Morihiro, September 20, 2019.