



EXECUTIVE COMMITTEE MEETING MINUTES

Wednesday, November 6, 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 Morihoro

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

1. URAD Engineering Update

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

i) Dr. Szeto gave gift to CoE and Kate provided an article on the gift; ii) Doug Fronius is leading new effort for "Dean's Giving Circle"; iii) Coffee with the Dean, Thursday, 12/5/19, 9am-10:30am, invitations being e-mailed by Kate; iv) Alumni Committee is meeting on Friday 12/6/19; v) If Executive Committee members are traveling to other states or internationally, please let Kate know as she can find alumni for Exec. Comm. members to meet with during their travel; and vi) Missy Stump has added Endowed Scholarship Funds to the Giving page on CoE website.

2. Discussion of CoE Class Size Reduction Proposals

Dr. Stephen Schellenberg, Asst. VP for Educational Effectiveness, Co-Chair on the Review Committee for the Class Size Reduction Proposals joined the Exec. Comm. Mtg. to discuss and address concerns that Review Committee has on the proposal submitted by CoE.

3. Approval of 10/16/2019 Exec. Comm. Mtg. Minutes

The Executive Committee Members unanimously approved the 10/16/2019 Executive Committee Meeting minutes with minor edits to items #1 & #15.

4. Update on 2020-2021 TT Faculty Searches

AE – Dr. Lu - Aerospace Engineering position – (58) applications received and review will start 12/1/2019.

CCEE – Dr. Supernak – Structural Engineering position – OERC has approved the name change.

ECE – Interim Assoc. Dean Ozturk - DSP position – (10) applications received.

ME – Dr. Abraham - Robotics & Control position – (80) applications and shortlist has been approved and Skype interviews to start soon.

DEANS – Dean Olevsky:

Assoc. Dean for Undergraduate Studies – OERC has approved all documents, ads have been posted and (8) applications have been received.

Assoc. Dean for Graduate Studies & Research – Committee Kick-Off meeting held at end of October and Chair of Committee is Dr. Ahmad Bani Younes. Committee is working on the ad.

5. Updates on University Administration Meetings

Dean Olevsky provided the following updates:

1) Shared SDSU World Campus plan for Colleges to raise funds for Mission Valley Campus.

2) There is a possibility that PBAC funding may be available for new PhD Programs.

3) Proposal submitted by CoE CSST for GI 2025 was considered and by next Fri 11/15/19 needs to be revised as we can not include any base funding in the proposal.

- 4) Dean Olevsky sent the two page Mission Valley Campus ideas for the College of Engineering to the President's Office and he will be presenting on 11/18/19. Dean Olevsky asked the Chairs to send pictures related to their ideas to add to Dean Olevsky's presentation.
6. Research/Grant Update
Interim Assoc. Dean Garoma provided a handout which included data on Proposals submitted by Department and Total Research Dollars Awarded to CoE Faculty by Department for the time period of October 1-31, 2019 and January 1, 2019 through November 5, 2019.
7. JDP Update
Interim Assoc. Dean Garoma is working on JDP self-study report and gathering research information from faculty.
8. CoE Facilities
Interim Assoc. Dean Garoma needs assistance from Department Chairs on confirming the research facilities that we have in the CoE. Interim Assoc. Dean Garoma asked that Department Chairs review the list he provided and e-mail Interim Assoc. Dean Garoma with any changes.
9. Google scholar/Scopus
Interim Assoc. Dean Garoma asked Department Chairs to encourage their faculty to create a Google scholar/Scopus account and list their publications.
10. ZIP Launchpad
Interim Assoc. Dean Garoma has attended two Advisory Boards meetings of the ZIP Launchpad and Engineering students need to be encouraged and made aware of the Zip Launchpad. Interim Assoc. Dean Garoma has a video that can be shared with Engineering students.
11. ABET Preparation
Interim Assoc. Dean Ozturk will be attending an ABET symposium that is being held in Spring 2020. Interim Assoc. Dean Ozturk asked that Chairs post their survey templates to the shared ABET folder.
12. 120-Unit Reduction
Interim Assoc. Dean Ozturk has sent an e-mail to Dr. Supernak regarding CCEE unit reduction plan, ECE is voting on unit reduction tomorrow, ME is okay, and AE is at 132 units and will try for an exception.
13. Service Policy Document
Interim Assoc. Dean Ozturk mentioned that the CoE does not have a Service Policy document and suggested that a policy should be created.
14. "ENGR 1XX Introduction to Engineering" Course
Interim Assoc. Dean Ozturk is suggesting an ENGR 1XX Intro to Engineering course to have Engineering students receive GE credit for life-long learning and the course would have to include psychological, physiological and social aspects of life. AVP Norah Shultz and Dr. Mark Wheeler, Chair of Senate, have been made aware of this course.
15. CoE Advising Structure
Asst. Dean Garcia asked to start an initial conversation to consider revising the CoE advising structure with ABET approaching, as well as the University GI 2025 initiative. Committee members discussed that the CoE could use a designated CoE advisor in addition to the Department Chairs and faculty providing advising. Dean Olevsky would like Interim Assoc. Dean Ozturk and Asst. Dean Garcia to look at the advising structure of other SDSU Colleges.
16. Diversity, Equity, and Inclusion (DEI) Council Update
Asst. Dean Garcia shared the CoE DEI Statement which incorporated the feedback received from all CoE faculty, staff and students. Asst. Dean Garcia asked Committee members to make any edits on the handout and turn in at the end of the meeting. A confidential DEI climate survey will be sent out from the CoE DEI with the information being collected by the SDSU Division of Diversity & Innovation (DDI) Office.

17. 2019-20 CoE Important Dates to Remember:

- **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

18. Roundtable

Dr. Mi - Attending ECE Department Chair Western Regional meeting on Nov 22, 2019, in San Jose, CA. The meeting will cover ABET and senior design topics.

Having gone through all of the items on the agenda, Dr. Lu moved and Dr. Abraham seconded and the meeting was adjourned at 4:34pm.

Minutes submitted by Marcie Morihiro, November 14, 2019.