



EXECUTIVE COMMITTEE MEETING MINUTES

Wednesday, May 6, 2020
1:15pm-3:15pm, Meeting held via Zoom

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 1:25pm.

1. Updates on COVID-19/University Administration Meetings

Dean Olevsky provided the following updates:

- 1) Budget – Dean Olevsky has had a series of discussions regarding the budget with the President, Provost, and CSU Deans. Faculty and Staff hiring continue to remain frozen per Chancellor's Office directive.
- 2) Instructional Mode – Discussions continue on Fall 2020 instruction mode and there are challenges with face-to-face classroom instructions due to PPE and deep cleaning issues.

2. Approval of 4/15/2020 Exec. Comm. Mtg. Minutes

Executive Committee Members unanimously approved the 4/15/2020 Executive Committee Meeting Minutes with minor change to Item #4.

3. JDP Updates

Interim Assoc. Dean Garoma presented slides on the following items:

- 1) Fall 2020 Admission Timeline with dates of JDP applications sent to UCSD, applications received from UCSD Department and applications passed to SDSU Graduate Division.
- 2) For Fall 2020 newly accepted students there are 11 (in-state) and 5 (in-state and nonresident) tuition waivers available. Interim Assoc. Dean Garoma shared the Criteria for Awarding In-State & Non-resident Tuition Fee Waivers (Temporary, Only for Spring 2020) that was proposed by the SDSU JDP Steering Committee on April 17, 2020.

The following motion was made by Interim Assoc. Dean Garoma: "I propose we approve this temporary policy only for Spring 2020 for the Criteria for Awarding In-State & Non-resident Tuition Fee Waivers." Dr. Mi seconded the motion and the temporary policy for Spring 2020 only, was unanimously approved by the Executive Committee members.

4. Master's Research Scholarship

Interim Assoc. Dean Garoma presented slides on the following items:

- 1) Call for Master's Research Scholarship Program - \$10K per award with a total of \$500K in funding for AY 2020/21. Nominations open until May 22, 2020. Dean Olevsky and Interim Assoc. Dean Garoma will be responsible for preliminary review of nominations from CoE. No more than 20 finalist nominations from each College will be submitted to the Graduate Dean. Submission of finalists from each College are due by June 5, 2020 and awards for AY 2020/21 are anticipated by June 19, 2020.
- 2) The Exec. Comm. Members discussed the process for the CoE nominations and the Exec. Comm. agreed that each program should nominate only thesis students who have been at SDSU for one semester or more. Also, recommended for consideration, the following criteria during the nomination process: i) nominee's academic achievements to date; ii) evidence of research, scholarship, and creative activity accomplishments and potential in the nominee's field; and iii) commitment from other external and institutional financial resources of support allocated to the nominee in AY 2020/21. Interim Assoc. Dean Garoma will send an e-mail to the Graduate Advisors with the nomination criteria.

5. 120-Unit Reduction

Interim Assoc. Dean Ozturk presented a slide with the further work that is needed on the 120-unit Reduction: i) CoE to submit three documents to CSU Chancellor's Office (cover page, Curricular MAP and exception request (only for Civil, Construction & AE); and ii) Interim Assoc. Dean Ozturk has emailed the documents to the Department Chairs and Interim Assoc. Dean Ozturk needs to have the documents a few days prior to Monday, May 18, 2020, as he needs to combine the documents into one report to submit to the Provost.

6. UG Curriculum Issues

Interim Assoc. Dean Ozturk provided the following updates: i) Summer enrollment is at 140% of the target; and ii) road map needs to be made for every Engineering program for both transfer and first time freshman per AVP Shultz - Division of Academic Engagement & Student Achievement Office and submitted by May 16, 2020.

7. Delegation of Scheduling Approvals

Interim Assoc. Dean Ozturk has been in contact with Allison Pitcher regarding the possibility of Interim Assoc. Dean Ozturk not having to approve schedule updates as they are already approved by the Department Chairs. At this time, Interim Assoc. Dean Ozturk will need to continue approving schedule updates.

8. Articulation Process

Interim Assoc. Dean Ozturk presented a slide on the following:

- i) Interim Assoc. Dean Ozturk shared a proposed updated list of the articulation requirements for Community Colleges. The Exec. Comm. Members were in agreement on the updated list of articulation requirements.
- ii) Interim Assoc. Dean Ozturk and the Exec. Comm. members had an initial discussion on various ways to update the approval of articulation requests and further discussion will be needed at future Exec. Comm. Mtgs.

9. GI 2025 Update

Asst. Dean Garcia has so far received ~ 100 petitions; of these 25% are still pending. Of the 75 petitions processed about 25% were for CR/NC requests, of these, 6 were requests for Engineering or Math which Asst. Dean Garcia denied but reminded the students they could withdraw. Of the 75 petitions processed to withdraw from class the most frequent classes requested were CompE 271 and AE 310.

10. Summer/Fall Contingent Class Process

Interim Assoc. Dean Ozturk provided a slide on Contingent Enrollments: "Should SDSU check for contingent enrollment and drop students from Summer and Fall courses?" and listed two options. The Exec. Comm. members unanimously agreed to stay with Option #1: No change. Run contingent verifications as usual and drop students for both summer and fall enrollment. Assistant Dean Garcia will inform students via email and Blackboard.

11. DEI Council Update

Asst. Dean Garcia updated the Exec. Comm. that the CoE DEI Council is currently drafting the diversity plan for the College and Asst. Dean Garcia will share this by e-mail with the Exec. Comm. Members.

12. Commencement

Asst. Dean Garcia shared that URAD is requesting that a College of Engineering photo collage is needed to advertise the virtual commencement ceremony by, Friday, May 8th, in which Faculty and Staff hold up pictures of words to form a quote. Donovan Geiger suggested three options and based on the vote of the Exec. Comm. members, the final quote approved was: "Others dream of things that were, and ask 'Why?' We engineers dream of things that never were, and ask 'Why not?' Congrats Engineering Graduates!"

13. 2020 New Student Orientation

Due to time constraints, the 2020 New Student Orientation will be discussed at the next Exec. Comm. Mtg.

14. Virtual Design Day Debrief

Due to time constraints, the Virtual Design Day Debrief will be discussed at the next Exec. Comm. Mtg.

15. Spring 2020 & Fall 2020 CoE Important Dates to Remember:

- **May 16, 2020 (Sat)** – 12:00pm – **2020 SDSU Virtual Commencement Celebration** – Please visit the SDSU Commencement page to view the Virtual Celebration: <https://commencement.sdsu.edu/>

Fall 2020

- **August 19, 2020 (Wed)** – 6:30pm-8:30pm – **Engineering Gathering** – Tom Ham's Lighthouse
- **August 20, 2020 (Thu)** – 1:00pm-4:30pm – **CoE Fall 2020 Retreat** – Templo Mayor Conf. Room
- **December 2020 – Engineering Banquet** – Details to be confirmed at a later date
- **December 2020 – Engineering Commencement** – Details to be confirmed at a later date

Having gone through all of the items on the agenda, Dr. Supernak moved and Dr. Lu seconded and the meeting was adjourned at 3:15pm.

Minutes submitted by Marcie Morihiro, May 14, 2020.