



## **EXECUTIVE COMMITTEE MEETING MINUTES**

Wednesday, May 20, 2020  
2:00pm-4:30pm, 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 Morihoro

Dean Olevsky called the meeting to order at 2:01pm.

### **1. CoE DEI Council Smart Goals**

Dr. Mahasweta Sarkar, Chair, CoE DEI Council, gave a presentation on the proposed CoE DEI Council Smart Goals:

1) The proposed goals were created based on the CoE Faculty/Staff (student feedback was also collected) climate survey that was conducted in Fall 2019. The CoE DEI Council analyzed the survey data focusing on the questions relating to: feeling valued, working for SDSU and personal opinions.

2) The three proposed goals are as follows:

- Goal #1: Improve Gender Diversity in Faculty
- Goal #2: Create a Pathway for Students from URM Backgrounds to enter Graduate Programs
- Goal #3: Climate to Promote and Nurture the Growth and Inclusion of Students, Faculty and Staff

3) Each CoE Department should have its own Department DEI Committees finalized by Fall 2020. The Department DEI Committees will go over the Smart Goals document that Dr. Sarkar e-mailed to the Exec. Comm. members. The Department DEI Committees will need to work with the College DEI Council to finalize the three goals. Once the goals are confirmed, the CoE DEI Council, at the end of each year need to submit a report via Dean Olevsky showing the progression that the CoE has made towards each of the CoE Smart Goals.

4) The deadline to submit final Smart Goals documents to the University DDI Office is September 2020, however, they would like it sooner, if possible. Dr. Sarkar has forwarded the draft of the Smart Goals document to the Exec. Comm. Members for review and any comments/edits are to be submitted to Dr. Sarkar by May 31, 2020. At the Wednesday, June 17, 2020, Executive Committee Meeting, an agenda item will be listed for 45-minutes for the Exec. Comm. Members and Dr. Sarkar to finalize the document for submission to the University DEI Committee.

### **2. Update on URAD Engineering**

Kate Carinder, Sr. Dir. of Development for Engineering, provided the following updates: i) CoE surpassed their \$4M 2019-20 fiscal year fundraising goal by \$1.6M, for a total of \$5.6M; ii) engaging more with corporations and Engineering alumni via Zoom; these interactions have helped percolate donors to the top and Kate has several proposals out as a direct result of these Zoom meetings; iii) Thank You Campaign has been started; iv) Kate shared the importance of Departments ending shadow databases and that Department newsletters/announcements should be sent via the University Engineering Alumni database which is the most current and comprehensive list. Departments can e-mail Kate any of these types of announcements for e-mail distribution; v) planning more Zoom meetings with state alumni/donors, scheduling roundtables with the Dean including: Distinguished Alumni, Emeriti Faculty and Alumni from Class of 1970 as it is their 50<sup>th</sup> anniversary. Kate would like Department Chairs to think of ideas of Zoom meetings that can be done with alumni and please e-mail her with any suggestions; and vi) Working on Annual Giving Campaign and web resources for donor pages.

3. Updates on COVID-19/ University Administration Meetings

Dean Olevsky provided the following update:

1) Dean Olevsky continues to have discussions with President, Provost, Academic Deans Council and CSU Deans in regards to budget, and timeline for campus phased openings.

4. Approval of 5/6/2020 Executive Committee Meeting Minutes

Executive Committee Members unanimously approved the 5/6/2020 Executive Committee Meeting minutes with minor changes to Item# 10.

5. Research/Grant Updates

Interim Assoc. Dean Garoma presented slides with Total Dollars Awarded, # of Proposals Awarded and # of Proposals Submitted for 7/1/2019-5/18/2020 and the percentage of change from 7/1/2018-5/18/2019.

6. JDP Updates

Interim Assoc. Dean Garoma presented slides on the following items: i) JDP Admissions Process; ii) JDP Admissions Status: 14 applications approved by UCSD Departments; 11 applications forwarded to SDSU Grad Division; and 3 on hold at CoE due to lack of stipends; and iii) Tuition Fee Waivers – 30 for nonresident and 30 for resident students for fall 2020 and 2021 admission cycles; Spring 2020 - 47 students; 44 expected to return in Fall 2020; available tuition waivers: 11 for resident and five for non-resident; and 11 applications forwarded to SDSU Grad Division – 7 nonresident (4 will pay nonresident tuition fees) and 4 resident (1 CoS will cover fees for one).

7. Master's Programs Updates

Interim Assoc. Dean Garoma presented a slide on number of Master's (New CA resident, non-resident and international) F19 and F20 applications, F2020 Admits and F2020 Target.

8. Major Changes into Engineering from other Colleges & Major Changes within the CoE

Interim Assoc. Dean Ozturk and Exec. Comm. members discussed the policy for accepting students into the Engineering major and for a student who wants to switch from one Engineering major to another Engineering major. From the discussion it was summarized that Department Chairs make the final decision on a case by case basis to admit/not admit students into the major, with decisions having to be made within the guidelines included in the SDSU General Catalog policy, under Change of Major section.

9. ABET Preparation

Executive Committee Members discussed the following:

i) Interim Assoc. Dean Ozturk is going to contact ABET regarding lab courses for Fall 2020 semester; ii) Departments are continuing to work and collect data for their ABET reports; and iii) timeline of ABET filing and Department Chairs commented on when they will begin writing their self-study reports.

10. 120-Unit Reduction

Interim Assoc. Dean Ozturk has all documents needed and he is working on the final cover letter and will submit to AVP Shultz, Division of Academic Engagement & Student Achievement, who will then forward to the Chancellor's Office with a memo she has composed.

11. UG Curriculum Issues

Interim Assoc. Dean Ozturk had a meeting with AVP Prislin today and shared a report based on Department Chairs prioritization of lab courses that have to be held face-to face for Fall 2020. Some of the lab courses need lab kits and it will be difficult to provide a kit to each student for their home use; CoE will need funding to provide lab kits to the students. In addition, some of the computer lab courses need high powered computers that students may not have at home.

12. New Student Orientation (NSO): Virtual for Summer 2020

Asst. Dean Garcia provided the following updates on the process of NSO Virtual Experience:

Pre-Orientation (June/July) includes:

- Pre-registration
- Academic Colleges
- Phone conversation #1; introduction; begin planning fall schedule

Orientation (FTF 7/10-7/27; TRF – 7/30-8/12, INTL – 8/18) includes:

- Synchronous College Session via Zoom; 1-2:15pm
  - Facilitated by Assistant Deans
  - SDSU Ambassadors
- Students register for fall classes, 2:30pm-6:00pm
- SDSU Ambassador Phone Conversation #2
  - Finalize fall class schedule

Post-Orientation (August) includes:

- Virtual College Advising: CSSE & Departments
- SDSU Ambassador Phone Conversation #3

13. Academic Integrity Task Force Update

Asst. Dean Garcia shared a memo from the Provost and Christy Samarkos, Interim Vice President for Student Affairs, regarding a newly formed Academic Integrity Task Force that has 5 tasks they have been charged with and a final report is due by August 1, 2020.

A brief summary of the 5 tasks:

- 1) Addressing and making recommendations regarding how to properly train all faculty on various issues related to academic integrity.
- 2) Addressing inconsistencies in applied academic consequences for academic dishonesty (e.g. lowering one letter grade vs. failing the course).
- 3) Addressing and making recommendations regarding incidents of academic dishonesty referrals from faculty related to International Students (CSRR).
- 4) Addressing and making recommendations regarding potential incidents of student complaints regarding faculty bias related to International Students (Student Ombudsman).
- 5) Analyzing the need for bias/implicit bias training for faculty as related to targeting specific student populations, FERPA responsibilities, public shaming, and refusal to meet with students regarding academic dishonesty allegations.

Asst. Dean Garcia is on the sub-committee to address points for 1, 2 & 5 above. Asst. Dean Garcia will be contacting the faculty and Exec. Comm. members regarding academic honesty.

14. GI 2025 Update

Asst. Dean Garcia provided the following updates:

- 1) Asst. Dean Garcia had 100 petitions and has processed an additional 600 for a total of 700 petitions since her last update on 5/6. The majority of these petitions are late withdrawal requests. The next deadline to request for withdrawal is May 23, using the retroactive withdrawal process.
- 2) Asst. Dean Garcia sent a contingency memo to Engineering students and CoE Faculty/Staff, and has received (20) e-mails from students but hasn't yet read them.

15. Virtual Design Day Debrief

The Exec. Comm. members discussed the positive aspects and areas for improvement for the 5/6/20 Virtual Engineering Design Day event:

1) Positive Aspects:

- A) The event was attended by over 2,000 participants.
- B) The videos that students made were very good and it was helpful to have them posted on the Engineering Department websites.
- C) Provost had very positive feedback regarding the event.
- D) The Faculty, Staff and students were acknowledged and thanked in the meeting for all of their efforts in making the Virtual Design Day event a success.

Areas for improvement:

- A) Students didn't sign into their zoom accounts, so there were issues with students not being able to start their Zoom meetings. For any future virtual events, students should be responsible for setting up the Zoom meetings for their individual teams.
- B) Virtual Design Day should be same length as the face-to-face (F2F) event, 1.5 hours was too short, and should be at least 3 hours.

C) Don't end the Zoom meetings exactly at the end of the event, allow a 1-1.5 hour window after the event ends. At the 5/6/20 event the Zoom meetings automatically shut down exactly at 12:30pm, despite active participants in the Zoom sessions.

D) When we return to the F2F format of the event, we need to discuss ways to incorporate a hybrid version of the event with F2F and virtual.

16. Fall 2020

- **August 20, 2020 (Thu)** – 1:00pm-4:30pm – **CoE Fall 2020 Retreat** – Location & Mode TBD
- **November 6, 2020 (Fri)** – 8:30am-1:00pm – Engineering Dean's Advisory Board Mtg – Location TBD
- **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 Asst. Dean Garcia seconded and the meeting was adjourned at 4:59pm.

Minutes submitted by Marcie Morihiro, May 27, 2020.