



EXECUTIVE COMMITTEE MEETING MINUTES

Tuesday, September 1, 2020
1:00pm-3:30pm, 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 1:05pm.

1. Approval of 8/19/2020 Exec. Comm. Mtg. Minutes

Executive Committee Members unanimously approved the 8/19/2020 Executive Committee Meeting minutes with changes to Items #8 & #11.

2. University Administration Meetings

Dean Olevsky had 1:1 meeting with the President and the following items were discussed:

- 1) Newly established ECE Endowed Chair for \$3.5M by Peggy and Eric Johnson.
- 2) Mission Valley Campus and the University's interest in Public Private Partnerships (P3s). The Department Chairs will be suggested to give brief presentations on the contributions that their Departments/faculty can provide in establishing P3s to the Mission Valley Campus at the 11/6/2020 CoE Dean's Advisory Board Meeting. Dean Olevsky will be meeting with the CoE Dean's Advisory Board Chair, Steve Doyle, for discussion and approval of the 11/6/2020 agenda.

3. Updates from Chairs on the College DEI Plan

Dean Olevsky checked with the Department Chairs to see if there was any feedback from faculty on the College DEI Plan that was presented by Dr. Mahasweta Sarkar, Chair, CoE DEI Council, and there was no feedback or changes to be noted for the College DEI plan. Assistant Dean Garcia made the following motion: "I make a motion to proceed with the College DEI University Plan as presented at the 8/20/2020 CoE Retreat by Dr. Mahasweta Sarkar", Dr. Mi seconded, and the Executive Committee members unanimously approved the motion.

4. Discuss 10/2 College of Engineering Admissions Meeting

The following items were discussed:

- 1) Interim Assoc. Dean Ozturk showed a document that he created on the Engineering Student Enrollment which included various text, data, graphs, and history related to Engineering student enrollment in preparation for the 10/2/2020 meeting; the report will be submitted to the Provost and AVP Stefan Hyman. Interim Assoc. Dean Ozturk will add the document to the shared Google Drive so Executive Committee members can review and e-mail any edits/suggestions to Interim Assoc. Dean Ozturk.
- 2) Interim Assoc. Dean Ozturk will select 5-6 slides from the report to present at the 10/2 meeting. As well, Asst. Dean Garcia commented that closing achievement gaps are important to highlight and address at the 10/2 meeting and that Asst. Dean Garcia and Natasha Celise can assist with this information.
- 3) Dean Olevsky, Interim Assoc. Dean Ozturk and Asst. Dean Garcia have a meeting with AVP Hyman on 9/8/2020 and will clarify the structure and information expected from the CoE for the 10/2/2020 meeting.

5. Research/Grant Updates

Interim Assoc. Dean Garoma provided slides on the following:

1) Cumulative # of Proposals Submitted, Cumulative # of Proposals Awarded and Cumulative Total Research Dollars with comparison between FY 2020 and FY 2021.

2) Inclusion of undergraduates in research population plan during the summer was not allowed, but University changed the policy starting 8/15/2020. The CoE has not yet officially started including undergraduates in the CoE research labs. If a faculty already has a University approved research lab repopulation plan and wants to include an undergraduate student on their team, the faculty member needs to complete the form for additional personnel. Faculty should contact Interim Assoc. Dean Garoma for any questions. The undergraduate student must be 18 years or older.

Dean Olevsky would like Department Chairs to submit any ideas for possible CoE Collaborative Research Centers that can produce at least \$1.5million in revenue to Interim Assoc. Dean Garoma.

6. JDP Updates

Interim Assoc. Dean Garoma commented that the 10-year review of the JDP was very good. Detailed description will be provided at the next Executive Committee meeting.

7. ABET Preparation

Department Chairs provided the following updates on Department ABET preparations:

Dr. Abraham – collecting assessment materials/course materials and has one complete set for Fall 2019 and will have a complete set for Fall 2020 as well.

Dr. Supernak – good ABET discussion at CCEE Retreat and invited part-time instructors to be involved in the ABET process and developed templates for continuous improvement.

Dr. Mi – collecting course syllabi from last semester and course assessment for each class from Spring 2020 and has almost all of the materials collected. Dr. Mi will need some assistance on data and the Institutional Summary (Interim Assoc. Dean Ozturk will work on the Institutional Summary). Dr. Mi has been working on the self-study report for four weeks now and it's coming together well.

Dr. Lu – continuing to collect course material and is in the process of getting started on the self-study report. Dr. Lu also needs assistance with historical data and will contact Interim Assoc. Dean Ozturk.

8. 120-Unit Reduction

Interim Assoc. Dean Ozturk is waiting on first meeting of CoE Curriculum Committee and they will institute changes for all Department GE proposals. The EnvE proposal is in the pipeline and Interim Assoc. Dean Ozturk will push it as first item at the CoE Curriculum Committee meeting. Interim Assoc. Dean Ozturk is still waiting from CSU Chancellor's Office for approval on exceptions.

9. UG Curriculum Issues

Interim Assoc. Dean Ozturk provided the following updates:

- 1) Discussed students taking excessive units with International Affairs Office and Enrollment Services. Currently, there is no Senate Policy on credit maximums and Dean Olevsky suggested that Department Chairs should review and make the final decision on students wanting to take more than 20 units, until the Senate Policy is revised and enforced.
- 2) Discussed importance of faculty having synchronous interaction during designated class time.
- 3) Discussed students that fail a course more than two times.

10. GI 2025 Update

Asst. Dean Garcia presented slides on the following:

1) Waitlist process & concerns:

- A) Faculty should add students from wait list up to the course capacity where appropriate.
- B) Waitlist vs. open sections – some students are on a wait list even though there is another open section.
- C) High Demand – some classes like CIVE 302 are in high demand but we are unable to open additional seat/sections.

2) CoE Student Affairs Virtual Office Hours – Both Asst. Dean Garcia and Donovan Geiger, Student Affairs Coordinator, are offering virtual office hours.

3) Academic A-Fair – 9/18/20 – The Academic A-Fair will focus on academics and each College and its related academic units and services will be scheduled for one day. The College of Engineering is

confirmed for Friday, 9/18, 2020, from 1pm-2pm. Asst. Dean Garcia encouraged the CoE Departments and Programs to sign up for a virtual table for the event.

11. Fall 2020 Important Dates

- **October 13, 2020 (Tue)** – 11:00am-12:00pm – **CoE Faculty Mtg** – via Zoom
- **October 15, 2020 (Thu)** – 1:30pm-2:30pm – **CoE Staff Mtg** – via Zoom
- **November 6, 2020 (Fri)** – 8:30am-1:00pm – **Engineering Dean's Advisory Board Mtg** – via Zoom
- **December 1, 2020 (Tue)** – 11:00am-12:00pm – **CoE Faculty Mtg** – via Zoom
- **December 3, 2020 (Thu)** – 1:30pm-2:30pm – **CoE Staff Mtg** – via Zoom
- **December 2020 – Engineering Commencement** – Details to be confirmed at a later date

12. Roundtable

Dean Olevsky – For any COVID cases reported by students to faculty, please e-mail Libby Skiles: eskiles@sdsu.edu, Dean Olevsky and 'cc' Marcie Morihiro.

Asst. Dean Garcia - Mechatronics placed #4 in their virtual competition overall and #5 in Team Video.

Having gone through all of the items on the agenda, Dr. Lu moved and Asst. Dean Garcia seconded, and the meeting was adjourned at 3:08pm.

Minutes submitted by Marcie Morihiro, September 8, 2020.