



SAN DIEGO STATE  
UNIVERSITY  
College of Engineering

## EXECUTIVE COMMITTEE MEETING MINUTES

Wednesday, October 21, 2020  
1:00pm-3:00pm\*, 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. URAD Engineering Update

Kate Carinder, Sr. Dir. of Development for CoE, provided the following updates: i) \$4.9M of \$6M goal for 2020-21 has been raised; ii) priorities are faculty support, diversity-related programs, AGC Chair in CEM, endowment support in ME, scholarships, and continuing to look for \$20M+ gift to name the College of Engineering; iii) continuing thank you campaign and reaching out to donors via Zoom; have completed group Zooms with La Plebe, and MESA, will have future Zoom meeting with CEM Alumni and Emeritus Faculty; and iv) a MESA alum gave a \$2,500 credit card donation and Kate was able to work with TCF and pilot a program to have company match count towards individual endowment.

### 2. SDSU Bookstore Equitable Access Model

1) Kathy Brown, Director, Campus Stores Division & Licensing and Ben Compton, Course Materials Manager/Buying Group provided an update on SDSU Bookstore transitioning to an Equitable Access Model in Fall 2021, similar to UC Davis model.

2) Ben Compton gave overview of current Immediate Access Program that was started in Spring 2016. Students receive access to free digital materials access for the first 2-weeks of a participating course and can then opt in/opt out by individual courses.

3) Equitable Access Model will allow students to pay approximately \$300 per semester for their semester course materials (currently students pay approximately \$500/semester). All SDSU courses will be participating and students will still have the option to opt out of the Equitable Access Model, but if they opt out, they completely opt out of the program. Students participating in the Equitable Access Model will still have access to materials on day one; students will be able to budget in advance; and any materials that have an ISBN number will be included with the Equitable Access Model, lab materials without an ISBN number will not be included. For faculty there is no change, they will still send their adoptions to Bookstore and faculty will need to submit their requisitions on time, as Ben Compton's department needs to find non-digital materials to provide to students before the course starts.

4) The following Executive Committee questions were clarified: i) all required course materials that have an ISBN number will be included in the Equitable Access Model whether it is digital or print; ii) there is concern moving from the Immediate Access Program to the Equitable Access Model since students will not be able to opt out by course with the Equitable Access Model; and iii) SDSU Bookstore is trying to get a reasonable additional rate for students to pay for those that want print materials.

### 3. Approval of 10/7/2020 Exec. Comm. Mtg. Minutes

Executive Committee Members unanimously approved the 10/7/2020 Executive Committee Meeting minutes with minor changes to item #6C.

### 4. University Administration Meetings

Dean Olevsky provided the following updates:

1) Council of Deans, Provost and President (CODPP) – i) Budget discussed; and ii) 11/20/20 Mission Valley Innovation District Consultants meeting. A Mission Valley Campus Advisory Board is also being formed by Interim VP Research Madanat.

2) Academic Deans Council (ADC) – i) Statistics for F2F courses in Fall 2020 were shown and CoE has the majority of the students that are on campus. For Spring 2021, College of Health & Human Services will have the majority of the F2F courses, mainly off campus. These statistics can change due to COVID and it may be required that the Colleges and Departments may need to resubmit Spring 2021 Safe Reopening Plans, this is to be confirmed; ii) Asst. VP Jeanne Stronach provided an update on the SDSU Graduation Rates. SDSU College of Engineering increased the 4-year graduation rate from 22.5% to 27%. Thus, during the last three years the graduation rate of engineering students doubled. The Provost is requesting a report by Friday 10/23/20, on how the funds for GI 2025 have been spent and any remaining amounts; and iii) the first faculty line was approved for Aerospace Engineering and VPAA# has already been provided.

5. Data Center Server Rack Yearly Cost

Dean Olevsky provided an update on the annual cost of the CoE Data Center Server Rack. Jacqueline Lane has sent each Department Chair the cost of the CoE Data Center Server Rack that Departments will need to cover. Department Chairs can contact William Nguyen for technical details.

6. Update on Assigned Time (AT) Policy

Dean Olevsky and Executive Committee members discussed the AT Policy.

7. Achievement Gaps & Plans to Address

Interim Assoc. Dean Ozturk and Asst. Dean Garcia provided the following updates:

1) Interim Assoc. Dean Ozturk, Asst. Dean Garcia and Natasha Celise are trying to identify the root cause of the achievement gaps and remedy them as early as possible in our programs and provide educational equality to our students. They are studying the following metrics at the College, major and course level: i) DFW rates for URM and nonURM students; ii) Grade A rates for URM and nonURM students; and iii) Average GPA for URM and nonURM students. While they are working on improving students' success across the College, they are also addressing the achievement gaps between student demographics.

2) Plans to Address the Achievement Gaps: i) Bridge Programs over Winter (complex numbers (supplement for AE 280) and programming courses; open to suggestions); ii) EAB & Faculty Advisors Training – restructuring and reinforcing advising; iii) Tutoring; and iv) Peer Advising.

8. Faculty Peer Review Program

Interim Assoc. Dean Ozturk shared a slide on a suggested Faculty Peer Review Program. Executive Committee Members provided feedback that there should be an agreement from the faculty on the process before implementing a program and that we may need to identify volunteers first prior to bringing the idea up to the Office of Faculty Advancement.

9. Interventions Implemented by Departments for Classroom Size Initiative

Interim Assoc. Dean Ozturk provided an update that all Departments received funding for classroom size reduction. Interim Assoc. Dean Ozturk would like to know from Department Chairs how they are utilizing the funds, plans for sustainability, and an update (courses, intervention, semesters) for us to monitor, as Interim Assoc. Dean Ozturk will need to provide a report on the success of these interventions.

10. ABET Preparation

Interim Assoc. Dean Ozturk shared a slide with the Accreditation Timeline 18-21 Month Process. He would like to hire a couple of media students to have an initial discussion on how we would video our Engineering courses and narrate them in case of a virtual ABET visit. Interim Assoc. Dean Ozturk will send materials to the Executive Committee members that ABET has provided on expectation of the visit.

11. 120-Unit Reduction

Interim Assoc. Dean Ozturk provided the following updates:

1) All GE reduction changes will be entered editorially by Curriculum Services with the assistance of Interim Assoc. Dean Ozturk. Chairs do not have to resubmit a program change for this.

2) A 3-unit technical elective will be added to ME, COMPE, and EE programs to bring the programs to 120 units.

Interim Assoc. Dean Ozturk will coordinate this, Chairs do not have to resubmit a program change for these majors.

3) ENVE proposal is in the CoE Curriculum Committee. The Committee has a CIVE representative.

4) CONM Program has been approved.

12. UG Curriculum Issues

Interim Assoc. Dean Ozturk shared slides on the following:

1) Failing to Assess/Failing to Teach – Interim Assoc. Dean Ozturk and Executive Committee members discussed concerns regarding importance of course and DFW rates.

2) Summer Session Number of Courses and Modality – Any classes approved in person can continue in person in the summer without additional permission required.

13. Professors of Practice

Dr. Janusz Supernak and Interim Assoc. Dean Garoma updated the Executive Committee members on the following:

- 1) Shared a draft template for Professors of Practice that was provided by the Professors of Practice Task Force.
- 2) Interim Assoc. Dean Garoma shared suggested/initial criteria for the Professors of Practice for the CCEE Department and Department Chairs discussed the relevancy of CCEE criteria to other Departments in the CoE. Interim Assoc. Dean Garoma will solicit feedback directly from the Department Chairs regarding Professors of Practice Appointment Criteria to provide feedback at the October 27 Task Force meeting. The Professors of Practice Task Force is meeting every 2 weeks. It is not yet confirmed if the Professors of Practice requirements will be for all SDSU programs or only licensed programs, nevertheless, Dr. Janusz Supernak and Interim Assoc. Dean Garoma, will provide representation for all CoE programs, regardless of whether they are/are not licensed.

14. Research/Grant Updates

Interim Assoc. Dean Garoma presented slides on the following:

- 1) SDSU FY 2020 Grant by College including: i) T/TT SPR 2020 by SDSU Colleges with % of Total; ii) Total Number of Research Awards by SDSU Colleges with Total # Research Awards Per T/TT; iii) Total Research Dollars Awarded by SDSU Colleges with Total Research Dollars Awarded Per T/TT; iv) Total FA Research Dollars Awards by SDSU Colleges with Total FA Research Dollars Awards Per T/TT and % of Total; v) Total Number of Awards by SDSU Colleges with Total # Awards Per T/TT; vi) Total Dollars Awarded by SDSU Colleges with Total Dollars Awarded per T/TT and % of Total; vii) Total FA Dollars Awards by SDSU Colleges with Total FA Awards and Total FA Awarded Per T/TT and % of Total; viii) Ratio Research Dollars to Total Dollars by SDSU Colleges; and ix) Overall SDSU College Rankings based on #T/TT; Total # Research Awards Per T/TT; Total Research Dollars Awarded per T/TT; Total FA Research Dollars Awarded Per T/TT; Total # Awards Per T/TT; Total Dollars Awarded Per T/TT; Total FA Awarded Per T/TT; and Research Dollars/Total Dollars.

15. JDP & Master's Programs Updates

Interim Assoc. Dean Garoma provided the following updates on International Grad Students:

- 1) F-1 Visa Update: i) In July, the US Immigration & Customs Enforcement (ICE) issued a notice that F-1 students must have been enrolled in some F2F or hybrid courses; ii) ICE revised the policy and allowed F-1 students who are already in the US to enroll in fully online courses; iii) However, at least a 3-unit F2F or hybrid course is required for those seeking F-1 Visa to enter the US; and iv) It is expected the same policy will be in place for Spring 2021.
- 2) In the Fall 2020 admissions cycle, the CoE has the largest number of deferrals to SP/F 2021.
- 3) In JDP, there are six deferrals and two attending online from their home country.
- 4) We anticipate six students applying for F-1 Visa for Spring and they can enroll in ENG 897, which meets the F2F/hybrid requirements; 797/798 can be used to meet the F2F/hybrid requirements for international grad student seeking F-1 Visa in AE, CCEE and ME, however for ECE, 797/798 may not be a viable solution.

16. Addressing & Resolving Student Issues Document

Since the last Executive Committee Meeting, Asst. Dean Garcia made edits and shared two new additions that were added:

- 1) Title of the document: Recommendations for Addressing Student Issues in the College of Engineering
- 2) Added additional sentence: This Document provides guidance on the practice within the College of Engineering to address and resolve student issues as defined by, and in compliance with, the SDSU Senate Policy.

The Executive Committee unanimously agreed to accept the document as discussed in the 10/21/20 Executive Committee Meeting and Assistant Dean Garcia will provide a copy to the Department Chairs so that the document can be referred to as issues arise.

17. GI 2025 Update

Asst. Dean Garcia provided the following updates:

- 1) Spring 2021 Schedule updated: i) virtual vs. in-person; ii) Discussed when online schedule will reflect the 4 modes; and iii) registration begins early November.
- 2) Registration Edits discussed: i) Hard stops vs. warnings - Action item – AE, CCEE & ECE Department Chairs (ME already has hard stops in place) to report at the November 4, 2020 Executive Committee on implementation (including any issues/obstacles) of hard stops for satisfying pre-requisite courses in their respective Departments and ii) discussed students in pre-major status taking upper division courses.

18. Important Dates

Fall 2020

- **October 28, 2020 (Wed)** – 11:00am-12:00pm - **CoE Conversation with Provost and VP Luke Wood Addressing Diversity Issues** – Zoom link: <https://SDSU.zoom.us/j/97539288878>
- **November 6, 2020 (Fri)** – 9:00am-12:00pm – **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

Spring 2021

- **February, 16, 2021 (Tue)** – 11:00am-12:00pm – **CoE Faculty Mtg** – via Zoom
- **February 18, 2021 (Thu)** – 1:30pm-2:30pm – **CoE Staff Mtg** – via Zoom
- **April 13, 2021 (Tue)** – 11:00am-12:00pm – **CoE Faculty Mtg** – via Zoom
- **April 15, 2021 (Thu)** – 1:30pm-2:30pm – **CoE Staff Mtg** – via Zoom
- **May 5, 2021 (Wed)** – 8:30am-1:00pm – **Engineering Dean’s Advisory Board Mtg** – Zoom/possible in-person
- **May 5, 2021 (Wed)** – 1:30pm-4:00pm – **Spring 2021 Engineering Design Day** – Zoom/possible in-person
- **May 2021 – Senior Banquet** – Event contingent on COVID situation
- **May 2021 – Engineering Commencement** – Format to be announced

An extended meeting was required from 4pm-5pm to complete the agenda items. Having gone through all of the items on the agenda. Dr. Supernak moved and Dr. Chris Mi seconded, and the meeting was adjourned at 5:07pm.

Minutes submitted by Marcie Morihiro, October 29, 2020.