



SAN DIEGO STATE
UNIVERSITY
College of Engineering

EXECUTIVE COMMITTEE MEETING MINUTES

Wednesday, November 4, 2020
1:00pm-3:00pm, Meeting to be 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 1:02pm.

1. Approval of 10/21/2020 Exec. Comm. Mtg. Minutes

The majority of Executive Committee Members approved the 10/21/2020 Executive Committee Meeting minutes with minor changes to item #1.

2. University Administration Meetings

Dean Olevsky provided the following updates:

- 1) Deans Research Council (DRC) – Interim VPR Hala Madanat is working on a plan to provide money to Colleges for Assigned Time with release time for one course for faculty with more than (6) teaching course units and mid-career faculty, for a total of (5) awards per College. Each College will have to screen proposals, rank, and return back to the Office of Graduate Affairs.
- 2) 11/20/20 there will be an introductory Zoom meeting with Mission Valley Campus consultants.
- 3) Dean Olevsky had meeting with Provost and Interim Vice Provost Bill Tong to discuss unfreezing chilled Engineering positions and at this time they will be recommending (2) positions in CCEE and (1) in ME to the President. Early Exit Program positions were discussed and decisions on possible rehiring of some of the positions will be made in December.
- 4) Dean Olevsky spoke with the President about the Engineering Mission Valley Campus contributions.

3. Department Updates on Hard Stops vs. Warnings for Pre-Requisites

Department Chairs provided the following updates:

AE – Dr. Lu – Spoke with AE Faculty and a few comments were made. AE Faculty would be fine with the decision for hard stops.

CCEE – Dr. Supernak – Has a CCEE Department meeting tomorrow and doesn't anticipate any issues with moving forward with hard stops and will work with Interim Assoc. Dean Ozturk.

ECE – Interim Assoc. Dean Ozturk spoke on behalf of Dr. Mi, ECE will be creating a group of courses that require pre-requisites, so they will not be doing hard stops.

ME – Dr. Abraham already has hard stops in place for pre-requisites for ME courses.

Interim Assoc. Dean Ozturk will e-mail the Department Chairs with the form to request hard stops to be placed on pre-requisite courses for Fall 2021. The Department Chairs agreed that they will provide another update on their progression at the December 1, 2020 Executive Committee Meeting.

4. GI 2025 Update

Asst. Dean Garcia provided the following updates:

- 1) Interim Assoc. Dean Ozturk, Asst. Dean Garcia and Natasha Celise worked on and submitted the GI 2025 report (covering January 2020 to the present) to the Provost on strategies and funding used and funding that is planned to be used for the GI 2025 funds.

- 2) Assistant Dean Council is going to suggest that the Associate/Assistant Deans meet with the Provost, Interim Vice Provost and AVP twice a semester to assist with communications and efficiency.
- 3) The mode of deliveries have been updated and are now included in the class schedule.
- 4) Student Survey – i) this past spring the Provost and University Student Affairs Division launched a Student Experience Survey and Dean Olevsky, Interim Assoc. Dean Ozturk, and Asst. Dean Garcia met with Winston Liew (President of the College of Engineering Student Council (CESC)) to discuss the results of the survey. Two items were brought up at the meeting: i) How can CoE Student Affairs/CSSE collaborate further with CoE faculty so that students receive more support; and ii) Winston suggested having a follow-up survey specific to the College of Engineering be sent to Engineering students. These items will be discussed further at a future Executive Committee Meeting.
- 5) Academic Integrity: i) Asst. Dean Garcia asked the Chairs to please remind Faculty about the proper procedure for reporting academic dishonesty cases; ii) discussed academic sanctions for academic dishonesty; and iii) a discussion of the pros and cons of reporting academic dishonesty via Chegg website were discussed.

5. Research/Grant Updates

Interim Assoc. Dean Garoma presented slides on the following:

- 1) Cumulative # Proposals Submitted, Cumulative # Proposals Awarded, Cumulative Total Research Dollars, with comparison of FY 2020 & FY 2021
- 2) Table showing Graduate Students Requesting F1 Visas for Spring 2020

6. JDP & Master's Programs Updates

Interim Assoc. Dean Garoma presented slides on the following:

- 1) GRE Requirement for JDP: i) MAE – not required, but recommended; ii) ECE – not required; iii) BioE – not required but encouraged; and iv) Structural – Not required, but recommended and giving preference to those who submit competitive scores.
- 2) PhD Program Survey: i) Strategic planning for future PhD programs; and ii) By June 2025, formally propose 8-10 new strategically placed Ph.D. programs while advocating for the authority to offer independent doctoral degrees.
- 3) Coffee With the Dean for Graduate Students was held with recent graduates from MS, first year MS, second year MS and JDP students. The positive and recommendations for improvements for the Graduate Programs were discussed.
- 4) JDP Research Symposium will be held Friday, December 4, 2020, 3pm-5pm, and Zoom links will be provided.
- 5) Engineering Grad Fair will be held Friday, November 13, 2020, 1pm-3pm, and attendees will be able to chat with advisers during the virtual fair.

7. ABET Preparation

- 1) Interim Assoc. Dean Ozturk provided the following updates: i) Departments are progressing and Interim Assoc. Dean Ozturk is trying to find student videographers; ii) working on pulling together data for the Department Chairs including Graduation Rates, SFR, etc.; and iii) Interim Assoc. Dean Ozturk will work on the letter that is due to ABET on January 1, 2021.

- 2) Department Chairs provided the following updates:

AE – Dr. Lu – Writing the self-study report and about 2/3 finished, course material collection mostly completed except for a couple of courses for Spring, but rest of courses are in order and progressing on schedule.

CCEE – Dr. Supernak – Progressing well and have additional help with new CCEE Staff. Criterion I regarding students, will need some updated narration from the College-level and will be asking Interim Assoc. Dean Ozturk for his input.

ECE – Dr. Mi – ABET is going well and finished draft of self-study report and Spring semester report almost ready except for a couple of elective courses.

ME – Working on self-study report and gathering materials. It would be helpful to obtain feedback from programs that have been virtually assessed this semester. Interim Assoc. Dean Ozturk commented that he will obtain information from University of Illinois that is currently going through a virtual assessment, as well as any information he can obtain from the CSU Associate Dean meeting that he attends.

8. 120-Unit Reduction

Interim Assoc. Dean Ozturk provided the following updates: i) CoE agreed with Curriculum Services to administratively change the units and progressing as planned; ii) we do not yet have approval for AE and CCEE but expecting it soon; and iii) College Curriculum Committee is still working on EnvE proposal.

9. UG Curriculum Issues

Interim Assoc. Dean Ozturk presented slides on the following:

- 1) Student Experience Survey – Interim Assoc. Dean Ozturk will be sending each Department Chair their respective feedback from the survey.
- 2) URM Gaps – i) Interventions currently in place: closed loop tutoring, recitation hours, supplemental instruction, advising, and bridge programs; and ii) shared various graphs and charts with data related to URM gaps and showing comparison between URM and nonURM students.
- 3) Course Design Institute is being proposed by Associate Deans. Interim Assoc. Dean Ozturk and the Executive Committee members discussed and agreed that the CoE should support the idea of the Course Design Institute.
- 4) Mostly Asynchronous Mode - CoE has courses that are mostly asynchronous mode.
- 5) Summer Program – Interim Assoc. Dean Ozturk Yusuf encouraged Department Chairs to offer bottleneck courses in summer to improve student enrollment.
- 6) Lab Fees – Civil Engineering 463 lab fees are being refunded.
- 7) Winter Bridge Program – Complex Numbers course may be taught by an ECE faculty. If Department Chairs have a pre-requisite course that can be taught by faculty or graduate student over Winter, please let Interim Assoc. Dean Ozturk or Asst. Dean Garcia know.

10. Important Dates

Fall 2020

- **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

Having gone through all of the items on the agenda. Dr. Supernak moved and Asst. Dean Garcia seconded, and the meeting was adjourned at 3:00pm.

Minutes submitted by Marcie Morihiro, November 13, 2020.