



EXECUTIVE COMMITTEE MEETING MINUTES

Wednesday, December 16, 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 1:03pm.

1. Approval of 12/1/2020 Exec. Comm. Mtg. Minutes

The Executive Committee Members unanimously approved the 12/1/2020 Executive Committee Meeting minutes.

2. University Administration Meetings

Dean Olevsky provided the following updates:

- 1) Academic Deans Council (ADC) - i) SDSU campus is over 4% enrollment target for Spring 2021; ii) special report was given on cyber security. Dean Olevsky had a meeting with Provost and CIO, Jerry Sheehan, in regards to the CoE server security. CIO Sheehan is currently assessing the CoE servers; iii) discussed Respondus Monitor and possible changes to operational guidelines; iv) Compliance training needs to be completed by faculty, staff and students by end of year, otherwise their names will be submitted to the Chancellor's Office as being non-compliant; v) budget will be more clear after January 10th, when Governor Newsom announces the State budget; and vi) there are still on-going negotiations on how the Temporary and Early Exit Program (EEP) positions will be handled.
- 2) Dean Olevsky and Interim Assoc. Dean Ozturk had a discussion with the Provost and AVP – Enrollment Management, Stefan Hyman, about the reduction of CoE enrollment. Dean Olevsky brought up the arguments on why the CoE enrollment should not be reduced. As well, Dean Olevsky shared the following link to show how valuable Engineering majors are: <https://www.bankrate.com/career/most-valuable-college-majors/>
- 3) Update on CoE faculty positions:
 - A) (4) positions are unchilled and/or approved.
 - B) Update on CoE unchilled faculty positions:
 - i) ME Computational Mechanics – Approval to Negotiate form has been approved by Provost. Dean Olevsky has a meeting with the candidate tomorrow.
 - ii) CCEE Coastal – Approval to Negotiate form has been approved by the Provost. Dean Olevsky has met with one of the candidates already and the candidate will have to provide suggestions by end of this week.
 - iii) CCEE Sustainable Infrastructure – Dean Olevsky is waiting on paperwork from CCEE Department for this position. Dr. Supernak provided an update that the search committee is meeting today to discuss their number one choice and this will then be discussed in the CCEE Department Meeting to finalize the candidates.
- 4) Format of Submission of Assigned Time Data - The Executive Committee members agreed unanimously that, based on each Department's decision, a fully updated CV can be used annually in lieu of or additionally to the information provided on the electronic portal.

3. CCEE Department Updates on Hard Stops for Pre-Requisites

Dr. Supernak discussed the hard stops for pre-requisites at the CCEE Department Meeting and the idea was supported, there were no issues brought up by the faculty.

4. 2021 New Student Orientation (Jan 8, 2021)

- 1) Asst. Dean Garcia informed the Executive Committee that the New Spring 2021 New Student Orientation (NSO) will be held on Friday, January 8, 2021, registration from 1pm-6pm. There is a total of (23) NSO students. Assistant Dean Garcia and Department Chairs discussed and confirmed the curriculum guides they would like shared at the NSO.
- 2) Asst. Dean Garcia emailed the Department Chairs an advising chart to complete if they have anyone available for advising on or before the 8th of January, for the NSO.

5. GI 2025 Update

Asst. Dean Garcia shared slides covering the following information:

- 1) Student petitions have revealed concerns:
 - i) EE 397 grading
 - ii) Asynchronous classes with limited office hours
- 2) Grading:
Good Practice:
 - A) Timely Grading
 - B) Use of campus tools: CANVAS, Blackboard, etc.
- 3) Per Senate Policy:
 - i) Use students official SDSU email address
 - ii) Assignment of Grades is covered
- 4) Coordinated, Campus Wide Advising Structure: i) Possible with EAB; and ii) Asst. Dean Garcia shared a table with the current CoE Advising structure.

6. Research/Grant Updates

Interim Assoc. Dean Garoma presented a slide that the Division of Research & Innovation (DRI) seeks to retain a firm that helps with: i) Federal earmark; and ii) State earmark.

7. JDP Updates

Interim Assoc. Dean Garoma updated the Executive Committee that 92 applications were submitted by the December 15, 2020 deadline.

8. Master's Programs Updates

Interim Assoc. Dean Garoma presented slides on the following:

- 1) New CA Resident Master's Seeking Applications, Admits, New Enrollment, showing Fall 2016 through Fall 2020.
- 2) New Non-Resident & International Master's Seeking Applications, Admits, New Enrollment showing Fall 2016 through Fall 2020.
- 3) Table showing comparison of enrollment of New CA Residents Master's Seeking and New Non-resident & International Master's Seeking for Fall 2019 & Fall 2020, showing the number of students by Department.

9. ABET Preparation

Interim Assoc. Dean Ozturk provided the following updates:

- 1) Interim Assoc. Dean Ozturk completed the CoE Request for Evaluation (RFE) and its ready to be reviewed. Interim Assoc. Dean Ozturk is waiting on Dr. Shangping Ren to validate the College of Sciences Computer Science RFE.
- 2) As a reminder, the updated timeline was discussed for ABET Self-Study Reports with first draft due February 1, 2021, and second draft by April 1, 2021. Final drafts due to the Dean's Office by May 1, 2021 and by July 1, 2021, the Self-Study Reports will be submitted to ABET by the Dean's Office.

10. UG Curriculum Issues

- 1) Interim Assoc. Dean is working on scheduling a meeting with College of Sciences for integration of math and science courses.
- 2) URM Gap – still completing data mining.
- 3) During winter break the CoE can support some Bridge programs, if any Departments have a program to offer, please let Interim Assoc. Dean Ozturk know.

11. 120-Unit Reduction

Interim Assoc. Dean Ozturk updated the Executive Committee that all programs are approved for 120-units and he has letters for those that had exceptions. Per Interim Assoc. Dean Ozturk, this 120-Unit Reduction item can be removed from all future Executive Committee agendas.

12. Important Dates

Spring 2021

- **January 8, 2021 (Fri)** – 10:00am-6:00pm - **New Student Orientation** – via Zoom
- **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 14, 2021 (Wed)** – 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)** – 1:00pm-4:30pm – **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

13. Roundtable

Asst. Dean Garcia – Asst. Dean Garcia sent an email regarding the IS3D major. Advisor Paul Justice is retiring and there are changes regarding the major. Asst. Dean Garcia is trying to find a way for our Engineering majors to continue to use this IS3D major.

Having gone through all of the items on the agenda. Dr. Chris Mi moved and Dr. Supernak seconded, and the meeting was adjourned at 3:36pm.

Minutes submitted by Marcie Morihiro, December 22, 2020.