



SAN DIEGO STATE
UNIVERSITY
College of Engineering

EXECUTIVE COMMITTEE MEETING MINUTES

Wednesday, August 18, 2021
2:00pm-4:30pm, Meeting to be held via Zoom

Attendees: Dean Olevsky; Drs. J. Abraham, C. Mi, P. Lu, J. Supernak; Assoc. Dean's T. Garoma, Y. Ozturk, Asst. Dean Garcia and Amy Jensen

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

1. URAD Engineering Update

Kate Carinder, Sr. Dir. of Engineering Development, provided the following updates: i) Missy Stump leaving for Student Affairs and campus diversity position, Development will refill her position ii) Development is hiring a full time Director of Development for the College of Engineering iii) Goal this year is to be assigned by the President iv) Priorities – Faculty support, graduate student, scholarships and DEI v) Senior Design is a great way to engage with new companies vi) Two upcoming lectures: Johnson Lecture – University Wide -October 11, 2021 and JR Filanc Lecture – October 13, 2021

2. Approval of 8/4/2021 Exec. Comm. Mtg. Minutes

The Executive Committee Members unanimously approved the 8/4/2021 Executive Committee Meeting minutes with minor edits to #7.

3. University Administration Meetings

Dean Olevsky provided the following updates:

- 1) CoE Enrollment - Dean Olevsky shared a spreadsheet showing applications, admits & enrollments from Fall 2017-2021; Assoc Dean Ozturk will work with Enrollment Services to gather data and come up with enrollment management solutions.
- 2) COVID-19 Policy for Instructors – Instructors can see in web portal if their students have been vaccinated or not. If a student comes to class and is not cleared, the faculty member needs to ask that the student leave. If they refuse to leave the instructor should cancel the class and report the student.
- 3) SDSU will be 125 in 2023 – celebrations will start in 2022 and go through 2023.
- 4) Curriculog is being launched - Proposals due November 7.
- 5) New Hire Policy - every search committee will have a BIE representative.
- 6) SDSU is a national leader in diversity hiring.
- 7) 21/22 new Faculty hiring – All decisions will be made by September 20, 2021.

4. Advising Update – Asst. Dean Garcia

Asst. Dean Garcia provided the following updates:

- 1) All five new major advisors have started. They will rotate between their office space and CSSE so they can hold confidential advising appts with students.
- 2) Asst. Dean Garcia shared slides showing the breakdown of students to advisors.
- 3) August 30th the advisor list will be put up on the website and that's when they will start meeting with students. Students can use EAB to make appointments with the advisors.
- 4) Asst. Dean Garcia shared a 1-page flyer with advising information that the Mechanical Engineering created and recommended other departments to do the same.

5. Student Organizations: New Policy for in-person activities

Asst. Dean Garcia shared information on a new EH&S & SLL policy. The new policy would require Staff or Faculty Advisors to be present when a student club is working with equipment or hazardous materials. Assoc. Dean Ozturk worked out a compromise with Academic Affairs knowing that this new policy would be difficult to comply with considering student clubs work on their projects at all kinds of hours. The compromise: each club will have to designate a student that will complete safety training so that they can be the ones present while they are working with equipment or hazardous materials.

6. JDP Updates

Assoc. Dean Garoma provided the following updates:

- 1) The JDP program has 45 continuing students, 2 deferrals from last year, 20 new admits for an expected total enrollment of 67 students.
- 2) Assoc. Dean Garoma shared slides on JDP tuition fees, tuition fee contributions from faculty with JDP students, sources of funds, challenges with grants/projects; possible long-term solutions for tuition fee contributions

7. Environmental Health & Safety Update

Assoc. Dean Garoma provided the following updates:

- 1) Hazardous Materials Training for instructional courses must be provided to the students. Instructors need to make sure that courses who handle hazardous materials or hazardous equipment are including the canvas module in their course. This will be for compliance.
- 2) Formalized Lab Clearance Procedures - EH&S wants to clarify the process of closing labs when personnel leave the University.
- 3) Registered Student Organizations – The list of student orgs will be finalized by 9/3/21 and EH&S will send out a training notification for groups that have identified using hazardous materials or hazardous equipment.
- 4) Assoc. Dean Garoma shared a list with all courses that use hazardous materials or equipment where training will need to be provided. Chairs should contact Lance Elliot if a course needs to be added to the list.

8. ABET Preparation

Assoc. Dean Ozturk shared slides with updated deadlines for material submission to ABET with what materials have already been submitted and what still needs to be submitted

9. UG Programs

Assoc. Dean Ozturk shared slides on pre-majors with 120+ units (43 students); admits and enrolled from Fall 2019 – Fall 2021; average SAT score and GPA for admitted students/enrolled students; 4,5 & 6 year graduation rates by CSU Engineering programs, URM engineering students, All engineering students, Not-URM Engineering students and by department.

10. Important Dates

Fall 2021

August 20, 2021 (Fri) – 9:00am-12:00pm – **CoE Fall 2021 Retreat** – Virtual

September 10, 2021 (Fri) – 8:00am-12:00pm – **Provost Visit to Engineering** – In person

October 14, 2021 (Thu) – 11:00am-12:00pm – **CoE Faculty Mtg** – Format to be determined

October 14, 2021 (Thu) – 1:30pm-2:30pm – **CoE Staff Mtg** – Format to be determined

October 29, 2021 (Fri) – 10:30am-12:00pm – **Provost Visit to Engineering** – In person

November 5, 2021 (Fri) – 8:30am-1:00pm – **Engineering Dean's Advisory Board Mtg** – Format to be determined

December 7, 2021 (Tue) – 11:00am-12:00pm – **CoE Faculty Mtg** – Format to be determined

December 9, 2021 (Thu) – 1:30pm-2:30pm – **CoE Staff Mtg** – Format to be determined

11. Roundtable

Olevsky - EIS and E buildings will be open 30 min before first scheduled class and will close 1 hour after last class. Building A will be locked all the time and only accessed by those with keys and access cards since there are no classes held in the building

Having gone through all the items on the agenda, Assoc. Dean Ozturk moved, and Dr. Supernak seconded, and the meeting was adjourned at 5:00 pm.

Minutes submitted by Amy Jensen, August 25, 2021