



SAN DIEGO STATE
UNIVERSITY
College of Engineering

EXECUTIVE COMMITTEE MEETING MINUTES

Wednesday, September 1, 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 2:02 pm

1. Curriculum Internationalization

Jessica Baham, International Programs Coordinator, College of Arts & Letters & Chris Kjonaas, Assistant Director, Global Education Office are co-chairs of the subcommittee on curriculum, co-curriculum and global learning outcomes. They shared two areas that their committee is focused on: Internationalizing the Curriculum and International Experience Requirement. Each Department Chair shared what international experiences are already available to students and ones already in the discussion/creation phase for the future. Jessica and Chris asked that the chairs take these topics back to their departments to discuss at their next faculty meeting.

2. Approval of 8/18/2021 Exec. Comm. Mtg. Minutes

The Executive Committee Members unanimously approved the 8/18/2021 Executive Committee Meeting minutes.

3. Approval to Establish & Endow the Dean Mehrabadi Memorial Scholarship

Dean Olevsky discussed the Mehrabadi Memorial Scholarship and it was decided a few more details needed to be pinned down before a vote could be taken.

4. Access to the High Performance Classroom – LL 406

Dean Olevsky asked the Chairs to send a list to him and copy Ollin Balderas & Theresa Garcia of any faculty who would need to have swipe card access to LL 406.

5. University Administration Meetings

Dean Olevsky provided the following updates:

- 1) CoE Enrollment - Dean Olevsky shared slides showing: Target numbers (FTES) from Fall 2017 – Fall 2021 by # of applications, admits, yield and enrolled; Those admitted but go to other universities; Number of students that are not math ready; Number of students enrolled by residency; Target FTES by college from Fall 2017 – Fall 2021; and Gain/Loss by college in FTES. One idea to increase the yield is by advertising our programs better. Start campaigning in the Fall rather than waiting for the Spring.
 - a. Discussion on Design Day – one suggestion brought up by higher administration was moving Design Day to earlier in the Spring semester so that student candidates who are undecided could come to Design Day. Chairs felt it would be very difficult to move Design Day earlier as the students need all that time to get their projects complete. It was decided that we could use video materials from the previous Design Day during SDSU Explore rather than moving this year's Design Day.

- 2) Executive Order 1071 – The Provost wants all colleges to be in compliance of EO 1071. Engineering has some graduate programs that are not currently in compliance. Assoc. Dean Garoma will have meetings with Graduate Division to discuss options.

6. Updates on Unit Repopulation Plans

Dean Olevsky shared that all Engineering buildings except building A are open half an hour before the first 1st class and an hour after the last class.

7. Update on Faculty Searches

Dean Olevsky provided the following updates:

- 1) New Faculty positions – Dean Olevsky will be presenting our new faculty positions proposals to the senate committee on September 15, 2021. Dean Olevsky tasked the Chairs to create 1 slide per requested position supporting those positions for their department by September 10, 2021. They should make sure to mention how the position will maintain the strength of existing graduate and JDP programs and will involve a high amount of URM students.
- 2) Professor of Practice Positions will not be created.
- 3) There will be an Inclusion Representative (IR) on every search committee. IR's will be trained and are non-voting participants.

8. GI 2025 Update

Asst. Dean Garcia provided the following updates:

- 1) Asst. Dean Garcia shared slides regarding orientation presentation views
 - a. Parents appreciated the way we prepare our students
 - b. Part 1 of the presentation had 1.4K views (presentation was specific to Engineering)
 - c. Part 2 of the presentation had 847 views (presentation was more General to SDSU)
- 2) Registration reminders
 - a. Auto-Enrolling ended on 8/27; faculty must manually add students from the waitlist, even if class is not full.
 - b. There is no 'social distancing' requirement; so enrollment is limited by room capacity
 - c. Absence letters; medical reasons, - do not drop
- 3) Policy Updates – Catalog updates needed – the catalog should reflect the department policies and the catalog and website should include the same information.

9. Advising Update

Asst. Dean Garcia shared the following updates:

- 1) Advising guidelines are being updated and shared; Master Plan Folders are on Google; Advisors will visit freshman classes soon
- 2) Space – Advising offices are in E221B and E200; Confidential meetings are being held in E221B
- 3) SDSU Navigate – Students are making advising appointments through SDSU Navigate; SDSU Navigate has great reporting capabilities to use when analyzing our programs.

10. Research/Grant Updates

Assoc. Dean Garoma shared slides of awards from July 1 – August 31 by department; proposal submissions from July 1 – August 31 by department; active grants as of August 31, 2021 by department and includes projects, PI's and the amount.

11. JDP Updates

Assoc. Dean Garoma shared a slide with the JDP enrollment numbers as of 9/1/21. 39 continuing students and 12 new students have enrolled for a total of 51.

12. Master's Programs Updates

Assoc. Dean Garoma shared a slide of students enrolled for Fall 2020 and Fall 2021 by department.

13. Graduate Programs Assessment & Academic Reviews

Assoc. Dean Garoma received email from CGS with two action items to be completed by Department Advisors/Chairs:

1. Develop degree learning outcomes (DLO's) on Dept/program websites – by the end of Fall 2021.
2. Develop assessment plans and curricular maps (linking courses to outcomes) – by the end of Spring 2022.

17. 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

18. Roundtable

Dean Olevsky – Asked Chairs to start thinking about space needs for the new faculty positions for 2022/2023, do they need both an office and lab space and where are possible locations.

Having gone through all the items on the agenda, Dr. Mi moved, and Dr. Supernak seconded, and the meeting was adjourned at 4:43 pm.

Minutes submitted by Amy Jensen, September 9, 2021