



SAN DIEGO STATE  
UNIVERSITY  
College of Engineering

## EXECUTIVE COMMITTEE MEETING MINUTES

Wednesday, December 01, 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 T. Garcia, and J. Smitherman

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

1) Approval of 11/17/2021 Exec. Comm. Mtg. Minutes

The Executive Committee Members unanimously approved the 11/17/2021 Executive Committee Meeting minutes.

2) University Administrative Meeting

Dean Olevsky shared the following updates:

- 1) Dean Olevsky reported on the 11/30/21 International Affairs meeting. The International Affairs office have three staff members (Julie Dugan, Jessica Romero Baham, Lisa Lyons) available to the CoE.
- 2) Dean Olevsky reported from the ADC Meeting on the Spring 2022 Enrollment Targets.
- 3) Dean Olevsky reported the PBAC committee requesting the Dean to submit CSSE proposal slides on 12/10/2021, then Dean Olevsky will present the slides at the PBAC Retreat on 12/15/2021.
- 4) Dean Olevsky reported that on 12/06/2021 Provost Ochoa and Vice Provost Tong will address GI 2025.
- 6) Dean Olevsky shared the data analysis results the DEI Committee conducted on student experience pertaining to diversity and inclusion.
- 7) Dean Olevsky reported on the Spring 2022 CoE Equipment Funds.

3) Research Grant Update

Assoc. Dean Garoma shared the following slides:

- 1) Assoc. Dean Garoma shared the Research Data of Proposal Submissions by Department for Fiscal Year 7/1/2020 – 6/30/2021.
- 2) Assoc. Dean Garoma shared the Research Data of # of Awards by Department for Fiscal Year 7/1/2020 – 6/30/2021.
- 3) Assoc. Dean Garoma shared the Research Data of \$'s Awarded by Department for Fiscal Year 7/1/2020 – 6/30/2021.
- 4) Assoc. Dean Garoma shared the Active Grants as of 11/30/2021 by Department which included Active Awards/Total Budget/Available Balance.

4) JDP Update

Assoc. Dean Garoma shared the following updates:

- 1) Assoc. Dean Garoma reported the Fall 2022 JDP Applications are open for submission from October 1, 2021 – December 15, 2021.
- 2) Assoc. Dean Garoma shared that CoE will start the review process on 12/15/2021.
- 3) Assoc. Dean Garoma shared that the SDSU JDP File completion is 01/15/2022.
- 4) Assoc. Dean Garoma shared that UCSD Application review process is from 01/20/2022 – 02/16/2022.

- 5) Assoc. Dean Garoma announced the JDP Research Symposium will be held on December 03 from 3:30 pm – 5:30 pm virtually.

5) Master's Program Update

Assoc. Dean Garoma shared the following slide and update:

- 1) Assoc. Dean Garoma shared the Target Enrollment numbers for California admittance for Fall 2022.
- 2) Assoc. Dean Garoma and Dean Olevsky reported Dean of Graduate Studies, Tracy Love, is requesting feedback on resources the CoE could use to help increase enrollment.

6) Graduate and JDP Admissions Update

Assoc. Dean Garoma shared the following update:

- 1) Assoc. Dean Garoma reported the process related to admission issues for Graduate and JDP Applicants.
  - a. Graduate Student applicants are asked to contact their Graduate Advisor first. Then the Graduate Advisor will contact Admissions on their behalf.
  - b. JDP applicants are asked to contact Assoc. Dean Garoma or Donovan Geiger, the JDP Coordinator. Then they will contact Admissions on their behalf.

7) Undergraduate Program Update

Assoc. Dean Ozturk shared the following slides:

- 1) Assoc. Dean Ozturk shared slides of the courses being offered in Summer 2022 by department.
- 2) Assoc. Dean Ozturk shared a slide comparing the number of summer courses that were offered in 2021, 2020, and 2019.
- 3) Assoc. Dean Ozturk shared the department course options of Online (Summer 2020) vs In-person (Summer 2021).
- 4) Assoc. Dean Ozturk shared a graph of department enrollment trends from Fall 2017 – Fall 2021.
- 5) Assoc. Dean Ozturk reported the University suggests a 4% enrollment increase every year.
- 6) Assoc. Dean Ozturk suggests comparing enrollment numbers by department from Fall 2021 to Fall 2022 of First-time Students and Transfers Students.

8) Advising Update

Asst. Dean Garcia shared the following update:

- 1) Asst. Dean Garcia reported on the 11/18/2021 Provost's Advising Forum "What New Media Will the Team Try to Encourage Students to Build a 4-year Plan".
- 2) Asst. Dean Garcia reported on the Campaign Progress from 09/17/2021 – 11/30/2021 and reported that all Master Plans are being uploaded to SDSU Navigate and to each departments Drive.
- 3) Asst. Dean Garcia shared the Advising total number of visits to CSSE from 08/23/2021 – 11/30/2021 was 3576. Out of those visits, 2197 were concerning Master Plans.

9) GI 2025

Asst. Dean Garcia shared the following update:

- 1) Asst. Dean Garcia shared a slide from the Chancellors Office concerning the CSU Equity Goals and Five Priorities.
- 2) Asst. Dean Garcia shared a comparison slide from the Fall 2019 First-Year Cohort between Fullerton, SDSU, and San Luis Obispo.

10) Important Dates

Fall 2021 and Spring 2022

**December 3, 2021 (Fri)** – 3:30pm-5:30pm – **JDP Research Symposium** - Virtual

**December 7, 2021 (Tue)** – 11:00am-12:00pm – **CoE Faculty Mtg** – Virtual

**December 9, 2021 (Thu)** – 1:30pm-2:30pm – **CoE Staff Mtg** – Virtual

**February 15 (Tue)** – 11:00am-12:00pm – **CoE Faculty Meeting** - TBD

**February 17 (Thu)** – 1:30pm-2:30pm – **CoE Staff Meeting** – TBD

**April 26 (Tue)** – 11:00am-12:00pm – **CoE Faculty Meeting** – TBD

**April 28 (Thu)** – 2:30pm-3:30pm – **CoE Staff Meeting** – TBD

**May 4 (Wed)** – 9:00am-1:00pm – **Dean's Advisory Board Meeting** – Montezuma Hall and Virtual

**May 4 (Wed)** – 1:30pm-4:00pm – **CoE Senior Design Day** – Montezuma Hall

11. Roundtable

No roundtable items to report.

Having gone through all the items on the agenda, Asst. Dean Garcia moved, and Dr. Mi seconded, and the meeting was adjourned at 3:40 pm.

Minutes submitted by Julie Smitherman, December 02, 2021