EXECUTIVE COMMITTEE MEETING
MINUTES

Wednesday, September 07, 2022
2:00pm-4:30pm, Meeting to be held via Zoom

Attendees: Dean E. Olevsky; Drs. J. Abraham, P. Lu, S. Sharma, D. Zhao; Assoc. Deans T. Garoma, Y. Ozturk, Asst. Dean T. Garcia; and Julie Smitherman.

Dean Olevsky called the meeting to order at 2:04 pm.

1. Approval of 08/17/2022 Exec. Comm. Mtg. Minutes
   The Executive Committee Members unanimously approved the 08/17/2022 Executive Committee Meeting Minutes.

2. University Administration Meetings
   Dean Olevsky shared the following update from the ADC Meeting:
   ADC Meeting:
   1. Dean Olevsky reported on the discussion of new aspects of the SDSU RTP process to be implemented next year.
   2. Dean Olevsky shared Fall 2022 enrollment data of the university and the college.
      Dean Olevsky shared the final new 2023/24 five faculty positions for CoE: 1 (AE), 2 (ECE – 1 new and 1 carry-over), 2 (ME - 1 new and 1 carry-over).
   3. Dean Olevsky updated on the approach to hiring GA/TA/ISA's.

3. CoE Space Allocation
   Dean Olevsky shared the following update:
   1. Dean Olevsky reported that the university hired SmithGroup Firm to survey space allocation across the university.
   2. SmithGroup Firm sent the CoE their survey of room allocations to review and update any missing information. Dean Olevsky, Associate Dean Garoma, and J. Smitherman reviewed and updated the information.
   3. Dean Olevsky shared a data table of space allocations by department. The CoE inventory consists of offices and/or lab spaces in the following buildings: Engineering, EIS, PSFA, Education, Adams Humanities, and A Building.

4. Research/Grant Update
   Assoc. Dean Garoma shared the following slides:
   1. Research Data table on Proposal Submissions from T/TT for 2022/23 AY. Including the # of Proposals in FY 2022, FY 2023 (as of 9/2/22) and FY 2023 (% of FY 2022) by department.
   2. Research Data table on Award # from T/TT for 2022/23 AY. Including the # of Proposals in FY 2022, FY 2023 (as of 9/2/22) and FY 2023 (% of FY 2022) by department.
   3. Research Data table on Award $ from T/TT for 2022/23 AY. Including the # of Proposals in FY 2022, FY 2023 (as of 9/2/22) and FY 2023 (% of FY 2022) by department.
   4. Assoc. Dean Garoma shared that DRI – Research Advancement has proposal development services and programs for T/TT that include workshops, training, and proposal review.
   5. Assoc. Dean Garoma shared The Implementation Group (TIG), a research development firm specializing in strategic positioning and proposal development.

5. <u>JDP Program Update</u>
   Assoc. Dean Garoma shared the following slides:
   1. Data Table on the JDP Enrollment numbers of Fall 2021, Fall 2022 (not final-census date is 09/19/2022), and Change (%) by programs.
   2. Graph of JDP Enrollment numbers from Fall 2017-Fall 2022 (not final-census date is 09/19/2022).
   3. Assoc. Dean Garoma updated on the JDP Tuition Fee Contribution.
   4. Assoc. Dean Garoma reported that the JDP Steering Committee will work with each department for feedback on alternative tuition fee solutions.

6. <u>Master's Program Update</u>
   Assoc. Dean Garoma shared the following slide:
   1. Data Table on the Master's Programs Enrollment numbers of Fall 2021, Fall 2022 (not final-census date is 09/19/2022), and Change (%) by programs.
   2. Graph of Master's Program enrollment numbers from Fall 2017-Fall 2022 (not final-census date is 09/19/2022).
   3. Graph of Total Graduate Enrollment numbers from Fall 2017-Fall 2022 (not final-census date is 09/19/2022).
   4. Assoc. Dean Garoma shared the Proposed Plans for EO 1071.
      - Eliminate specializations: AE, CIVE (construction, geotechnical, structural, water resources), and ME.
      - Elevate specialization(s) to programs(s): CIVE (environmental).
      - Identify/develop courses to meet the 51% requirement: BIOE.
      - Next steps: Shared plan with AVP of Research & Innovation, Madhavi McCall, who is looking into a faster process and is asking departments to hold off any curriculog proposal process for the proposed modifications.

7. <u>Keystone Update</u>
   Assoc. Dean Garoma shared screen shots from the Keystone International Advertising website of the CoE Performance Data and Demographic Map.

8. <u>Undergraduate Program Update</u>
   Assoc. Dean Ozturk shared the following update:
   1. Assoc. Dean Ozturk updated on ABET review status.
   2. Data table on the Graduated #'s of Fall 2021-Summer 2023 by department.
   3. Data table on the Fall 2022 Enrollment #'s by department.
   4. Data table on Enrollment #'s of 1st Time, Continuing, Returning, Returning Transfers, Transfers, and Transitory students by department from Fall 2021-Summer 2023.
   5. Data table showing the number of students unit enrollment by department.
   6. Data table showing the number of 1st Time, Continuing, and Transfer students enrolled in less than 12 units by department.
   7. Data table showing the Admission # of students (URM & Non-URM) enrolled in Math level 140, 141, and 150 from Fall 2018-Fall 2021.
   8. Data table showing Course Demand Report of several lower-level classes attended by transfer students.
   9. Graph of Achievement Gaps between URM & Non-URM students from Spring 2010-Spring 2022.
   10. Graph of Achievement Gaps between First Gen & Non-First Gen students from Spring 2010-Spring 2022.
   11. Graph of Achievement Gaps between Female & Male students from Spring 2010-Spring 2022.
   12. Graph of Achievement Gaps between Pell Eligible & Non-Pell Eligible students from Spring 2010-Spring 2022.
   13. Graph of DFW% Gap between URM & Non-URM students from Spring 2010-Spring 2022.

9. Advising Update
    Asst. Dean Garcia shared the following update:
    1. Table comparing CSSE visits (in-person/virtual and email/text/phone) from:
       08/23/2021-09/03/2021 and 08/22/22-09/02/2022.
         • 08/23/2021-09/03/2021: 419 students visited CSSE (217 were distinct students).
         • 08/22/2022-09/02/2022: 449 students visited CSSE (325 were distinct students).
    2. Advising Goal for 2022/23: All engineering students will have a Master Plan on file.
    3. Asst. Dean Garcia shared the number of Under-enrolled students as of 08/23/2022.
         • 524 students surveyed: 198 responded, 98 requested contact.
         • FASS contact FTF.
         • Take aways: Schedules that are in progress, 33% of students needed <12 units,
           waitlist issues, and PT vs. FT and tuition.
    4. Graph of the Under-enrolled survey of students who are planning to enroll in 12 or more units
       and why are they currently in less than 12 units.
    5. Graph of the Under-enrolled survey of students who intend to enroll in 11 units or less for Fall
       2022 and the reasons why.
    6. CSSE Open House is being held 09/20/2022 from 9am-2pm on the EIS Walkway.

10. GI 2025 Update
    Asst. Dean Garcia shared the following update:
    1. Asst. Dean Garcia shared that tutoring began September 6, 2022.
         • Tutoring will support the high challenge courses.
         • Demand pressures due to enrollment.

11. Important Dates
    Fall 2022
    September 24 (Sat)- 6:00pm-8:00pm-**New Faculty Star Party**-Mission Trails Regional Park Visitors
    Center, 1 Father Junipero Serra Trail, San Diego, CA 92119
    October 11 (Tue) –11:00am-12:30pm**–CoE Faculty Meeting –** Gold Auditorium, Bio Science Center.
    October 13 (Thu) – 1:30pm-2:30pm**–CoE Staff Meeting –** Dean's Conference Room E-203E
    October 28 (Friday)-10:00am-11:00am-**Dedication-Dr. Richard Woodcock Rocket Project Student
    Lab**
    November 4 (Fri)-8:30am-1:00pm-**Dean's Advisory Board Meeting -** Templo Mayor, Aztec Student
    Union.
    December 6 (Tue)–11:00am-12:30pm **–CoE Faculty Meeting–**Gold Auditorium, Bio Science Center.
    December 8 (Thu)–1:30pm-2:30pm **– CoE Staff Meeting –** Dean's Conference Room E-203E

12. Roundtable
    Assist. Dean Garcia shared that the CoE Diversity & Inclusion Committee will be hosting a CoE Grad
    Fair in October 2022.

Having gone through all the items on the agenda, the EC voted unanimously in favor of adjournment at
4:23 pm.

Minutes submitted by Julie Smitherman, September 15, 2022.