

**EXECUTIVE COMMITTEE MEETING
MINUTES**

Wednesday, October 19, 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; AVP for Faculty Advancement & Student Success, Joanna Brooks and Senior Asst. Dean, Student Academic Success, Michelle Lopez, Sr. Director of Development Kate Carinder, CoE Analyst Jacqueline Lane, and Julie Smitherman.

Dean Olevsky called the meeting to order at 2:02 pm.

1. CoE Major Advising Update

AVP for Faculty Advancement & Student Success, Joanna Brooks and Senior Asst. Dean, Student Academic Success, Michelle Lopez shared the following update:

1. AVP Joanna Brooks shared the Campuswide Coordinated Plan for Student Success.
 - Review of SDSU Campus Care Advisors (CCA) include the outcomes of CCA within the CoE.
 - CoE MESA are CoE CCA
 - CoE Major Advisors priorities
 - CoE Major Advisors teaching ENGR 101 (Engineering Orientation and Career Exploration)
 - Identifying challenges, gaps, and glitches.

2. Purchasing Update:

Jacqueline Lane, CoE Analyst, shared the current operational issues, including purchasing, throughout the university and how it is affecting the CoE.

3. URAD Update

Kate Carinder, Senior Director of Development shared the following update:

1. Kate Carinder shared the Development Team is continuing the *Thank you Campaign* to those who have given and to ask for their continuing support.
2. Kate Carinder shared the Development Team *Mini Campaign* is working well targeting their ROI donors.
3. Kate Carinder shared the Development Team is continuing their efforts to host donor events at Snapdragon Stadium. The next event is scheduled at the Presidential Suite at the November 12th Aztec football game.
4. Kate Carinder shared the team is continuing to engage with Emeriti Faculty.

4. Approval of 10/05/2022 Exec. Comm. Mtg. Minutes

The Executive Committee Members unanimously approved the 10/05/2022 Executive Committee Meeting Minutes with minor edits to 2.1 and 10.

5. University Administration Meeting Update:

Dean Olevsky shared the following update from the AA Senior Leaders (AVP & ADC) Meeting:
University Budget AY 23/24:

1. Dean Olevsky shared the current university budget for AY 23/24. Including the operational and auxiliary budgets.
2. Dean Olevsky shared the FTF university tuition break down.
3. Dean Olevsky shared the staffing issues across the university and CoE.

Graduation Rate & Enrollment:

1. Dean Olevsky shared the CoE four-year Graduation Rate has increased to about 33%.
2. Dean Olevsky shared GI 2025 target date is approaching and the CoE unit reduction (120 units) will have a positive impact.
3. Dean Olevsky shared that the SDSU Enrollment numbers are up, but CSU overall enrollment is down 7%.

6. Lab Safety - BioRAFT Update

Dean Olevsky shared the following update:

1. Dean Olevsky stated that PI's who have laboratories that store and handle chemicals, substances, other hazardous materials will be filling out an EH&S BioRAFT form. BioRAFT is a software lab safety management system that provides researchers with easy access to their lab's safety and compliance information.

7. San Diego County Engineering Council Update

Dean Olevsky shared the following slide from Melinda Sevilla.

1. Dean Olevsky shared the call for Nominations/Submissions to the Engineering Honor Awards hosted by the San Diego County Engineering Council. The nominations deadline is 12/10/2022.
2. Contact Melinda Sevilla for more information.

8. JDP Program Update

Associate Dean Garoma shared the following update:

1. Associate Dean Garoma shared that the CoE JDP Research Symposium will be held on December 2 from 3:30pm-5:00pm. Location TBD.

9. Guidelines for Awarding Tuition Waivers to Eng. JDP Students

Assoc. Dean Garoma shared the following update:

1. Assoc. Dean Garoma shared the proposed "Guidelines for Awarding JDP Tuition Waivers".
2. Assoc. Dean Garoma asked for a motion to: *Implement the proposed guidelines for awarding tuition waivers to Engineering JDP Students effective 2023/24 AY.* The EC unanimously approved the "Guidelines for Awarding JDP Tuition Waivers".

10. Activity Faculty Report Update

Assoc. Dean Garoma shared the following update:

1. Assoc. Dean Garoma shared the outcome of last year's procedure collecting the Annual Faculty Activity Report.
2. The EC discussed ways to improve on the collection of the faculty activity information.

11. Advising and GI 2025 Update

Asst. Dean Garcia shared the following update:

1. Asst. Dean Garcia shared the rationale and key-take aways from the Advising & Communication Tool for Pre-STEM First-Year students.
2. Asst. Dean Garcia shared a draft Math Equity Team (block schedule) Map for 5yrs/1summer. A 4yrs/3 summer map will be forthcoming.
3. Asst. Dean Garcia shared that Math Equity students are largely from URM.
4. Asst. Dean Garcia shared the FTF taking the 1-unit seminar course, ENGR 101, being taught by CESC Major Advisors is very successful.

12. Important Dates

Fall 2022

- **October 22 (Sat)**-9:00am-2:30pm-**Access SDSU** – Engineering Quad, GMCS, Scripps College
- **October 28 (Fri)**- 10:00am-11:00am-**Dedication-Dr. Richard Woodcock Rocket Project Student Lab.**
- **November 1 (Tue)** – 11:00am-12:00pm – **CESC Coffee with the Dean** – Dean’s Conference Room E-203E.
- **November 4 (Fri) Hybrid** – 8:30am-1:00pm- **Dean’s Advisory Board** – Templo Mayor, Aztec Student Union.
- **November 5 (Sat)** – 11:00am-12:00pm – **SDSU Fall Preview Day** – Virtual.
- **November 30 (Wed)**-10:30am-11:30am- **CESC Coffee with the Dean** – Dean’s Conference Room E-203E.
- **December 2 (Fri)** – 3:30pm-5:00pm – **CoE JDP Research Symposium** – TBD.
- **December 5 (Mon)** – 11:30am-1:00pm – **CoE Holiday Lunch** – Garden Restaurant, Cuicacalli Hall.
- **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.

13. Roundtable

Asst. Dean Garcia shared that on Saturday, 10/22, CoE Outreach Director, Luis Topete and Team are having a kickoff event “Access SDSU” for high school seniors from 9:00am-2:30pm at the Engineering Quad, GMCS and Scripps Cottage.

Having gone through all the items on the agenda, the EC voted unanimously in favor of adjournment at 4:29 pm.

Minutes submitted by Julie Smitherman, October 21, 2022.