

**EXECUTIVE COMMITTEE MEETING
MINUTES**

Tuesday, December 13, 2022
9:00am-11:30am, 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; CoE DEI Council Chair Sweta Sarkar, Sr. Director of Development Kate Carinder, and Julie Smitherman.

Dean Olevsky called the meeting to order at 9:02 am.

1. CoE Strategic Plan Draft Update

Dean Olevsky shared the following update:

1. Dean Olevsky shared the Draft of the CoE Strategic Plan.
 - There are (6) Strategies: (5) follow the university strategic plan and (1) is the strategy for the CoE.
 - Strategy I: Actively contributing to University's efforts to become an R1 Doctoral University.
 - Strategy II: Developing and implementing innovative practices.
 - Strategy III: Contributing to the expansion of University's global impact.
 - Strategy IV: Advancing diversity, equity, and inclusion in College of Engineering activities.
 - Strategy V: Advancing student success.
 - Strategy VI: College-specific goals.
 - 2. The Executive Committee along with CoE DEI Council Chair Sweta Sarkar and Sr. Director of Development Kate Carinder discussed the strategies.
 - 3. A dedicated meeting in January will be set to review the updated draft.

2. Approval of 11/16/2022 Exec. Comm. Mtg. Minutes

The Executive Committee Members unanimously approved the 11/16/2022 Executive Committee Meeting Minutes with a minor edit to 10.1.

3. University Administration Meeting Update:

Dean Olevsky shared the following update from meetings with the President A. de la Torre, Provost S. Ochoa, Vice Provost W. Tong, Vice President of Research & Innovation H. Madanat, and Vice President of Business & Financial Affairs A. Wong Nickerson.

Infrastructure and Faculty Lines update:

1. Dean Olevsky shared the challenges for office and lab space in the CoE.
2. Dean Olevsky shared the university administration is aware of the challenges.
3. Dean Olevsky asked the department chairs to suggest office and lab space options.
4. Sr. Development Director, Kate Carinder, suggested to explore external space with CoE industry donors.

4. Research/Grant Update:

Associate 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 12/13/2022) and FY 2023 (% of FY 2022) by department.
2. Research Data table on # of Awards from T/TT for 2022/23 AY. Including the # of Awards in FY 2022, FY 2023 (as of 12/13/2022) and FY 2023 (% of FY 2022) by department.
3. Research Data table on \$ of Awards from T/TT for 2022/23 AY. Including the \$ of Awards in FY 2022, FY 2023 (as of 12/13/2022) and FY 2023 (% of FY 2022) by department.

5. JDP Program Update

Associate Dean Garoma shared the following update:

1. Assoc. Dean Garoma shared that Applications for the JDP Program is open for Fall 2023.
 - Submission deadline is 12/15/2022.
 - Deadline to submit the Interfolio application (CV, SOP, LORs) is 01/12/2023
 - Deadline to submit transcript, degree certificated, and test scores (GRE and TOEFL) is 01/12/2023

6. Undergraduate Update

Assoc. Dean Ozturk shared the following slides:

1. Table Data of Freshmen Admission numbers by SDSU colleges from Fall 2015 – Fall 2022.
2. Table Data of Freshmen Admission Percent Differential by SDSU colleges from Fall 2016 – Fall 2022.
3. Table Data of SDSU Admission numbers (including Transfer and Graduate students) by SDSU colleges from Fall 2015 – Fall 2022.
4. Table Data of SDSU Admission Percent Differential (including Transfer and Graduate students) by SDSU colleges from Fall 2016 – Fall 2022.
5. Table Data of CoE Freshmen Admission numbers by departments.
6. Table Data of CoE recommendation numbers - Fall 2022/Fall2023.
7. Table Data of CoE Transfer student numbers (admission office estimates) by department.
8. Table Data of CoE First-Time Students recommendation numbers by department.

7. Minimum Faculty Qualifications to Teach Upper Division Engineering Classes Update

Assoc. Dean Ozturk shared the following:

1. Assoc. Dean Ozturk asked the department chairs to share their department qualifications when hiring lecturers for 600-level, 500-level, 400-level, and lower division courses.
2. Dean Olevsky shared that the Chairs Handbook is a general statement pertaining to hiring lectures.
3. Assoc. Dean Ozturk suggested a broad guideline for hiring lectures.

8. MySDSU/Spring Registration Update

Asst. Dean Garcia shared the following update:

1. Asst. Dean Garcia shared how MySDSU database is checking course prerequisites for Spring 2023 classes.
 - MySDSU database system is coded to look for one prerequisite of a course instead of all the prerequisites of a course.
 - Upper administration has been informed of the issue.

9. Important Dates

Spring 2023

- **January 17 (Tue) – First Day of Spring Semester**
- **January 18 (Wed) – First Day of Classes**
- **February 14 (Tue)–11:00am-12:30pm –CoE Faculty Meeting–Gold Auditorium, BioScience Center**
- **February 16 (Thu)–1:30pm-2:30pm – CoE Staff Meeting – Dean’s Conference Room E-203E**
- **April 25 (Tue) - 11:00am-12:30pm –CoE Faculty Meeting–Gold Auditorium, BioScience Center**
- **April 27 (Thu) 1:30pm-2:30pm – CoE Staff Meeting – Dean’s Conference Room E-203E**
- **May 3 (Wed) – 9:00am-1:00pm – Dean’s Advisory Board Meeting – Templo Mayor**
- **May 3 (Wed) – 1:30pm-4:00pm – Design Day – Montezuma Hall**

10. Roundtable

Dean Olevsky shared that Jacqueline Lane contacted the Travel & Accounts Payable department and asked if they would be willing to do a presentation to each department regarding the process of T2s and Travel Reimbursement forms. They said yes. Dean Olevsky suggested each department to contact Travel & AP to have them present at a faculty meeting.

Having gone through all the items on the agenda, the EC voted unanimously in favor of adjournment at 11:34am.

Minutes submitted by Julie Smitherman, December 14, 2022.