

**EXECUTIVE COMMITTEE MEETING
MINUTES**

Wednesday, August 16, 2023
2:00pm-4:30pm, Meeting to be held via Zoom

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

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

1. Introductions of new administration and staff members

1. Dean Olevsky introduced new Interim Chair of the AE Department, Dr. Luciano Demasi
2. Dean Olevsky introduced new Assistant to the Dean, John Oliver

2. URAD Update

CoE Sr. Director of Development, Kate Carinder shared the following update:

1. Introduced new CoE Development Coordinator, Shelby Wuitschick
2. Kate will set up meetings with each department chair to discuss potential donors for 2023/2024.
3. Kate asked each department to add their emeriti faculty and headshots to the respective webpages.
4. Kate asked department chairs to potentially engage with alumni, friends, and donors.
5. Kate discussed interviewing new Communication Lead candidates.
6. Kate proposed the nomination of Richard Brady, Founder, Chief Executive Officer of Richard Brady & Associates for the SDSU Alumni Award of Distinction. The EC unanimously voted to nominate Richard Brady.

3. Approval of 08/02/2023 Exec. Comm. Mtg. Minutes

The Executive Committee Members unanimously approved the 08/02/2023 Executive Committee Meeting Minutes.

4. University Administration Meeting Update

Dean Olevsky shared the following University Administrations updates:

ADC-AVP Meeting:

1. Dean Olevsky shared information from Dr. D.J Hopkins, School of Theater, Television, and Film, and Joanna Brooks, AVP of Faculty Advancement & Student Success on CTL faculty teaching support to A.I./ChatGPT.
2. Dean Olevsky shared information from Thom Harpole, Sr. HR Director on new HR Staff for Labor and Employee Relations.
3. Dean Olevsky shared Sonja Pruitt-Lord's, Interim Vice Provost, request for SDSU Grad Program Rankings.
4. Dean Olevsky shared Stefan Hymans, AVP of Academic Affairs summer 2023 and fall 2023 enrollment
 1. Summer 2023 was 6% over target for CoE
 2. Fall 2023 intent to enroll is presently at 94% of the CoE target.
5. Dean Olevsky shared that Interim Provost William Tong stated that the college may move forward on the 2024-2025 faculty searches:
 1. ME Dept. Chair
 2. ME Assistant Professor
 3. AE Assistant Professor

4. CCEE Assistant Professor
6. Waiting for approval to move forward with Cyber Security hire.
7. Discussed problems with Graduate Admissions.

5. Research Grants Update

Assoc. Dean Garoma shared the following slides

1. Research Grant Summary FY 2019 - 2023. Including the number of proposals submitted, the # of awards, and the \$ of (awards.(As of 08/16/2023).
2. Research Grant Summary FY 2023. Including the number of proposals submitted, the # of awards, and the \$ of (awards.(As of 08/16/2023).

6. JDP Program Update

Assoc. Dean Garoma shared the following update:

1. Engineering Fall 2023
 1. 55 continuing students (one student will be on LOA).
 2. 15 New admits (11 expected to attend).
 3. Total enrollment in Fall 2023 ~ 66.
2. Tuition Waivers have been distributed
 - o CoE allocation - 60 basic & 30 NRTW
3. CoE Guidelines for Awarding GVAR TA Positions (as 08/16/2023) were discussed.

7. Master's Program Update

Assoc. Dean Garoma shared the following Spring 2024 Admissions update:

1. Spring 2024: SDSU's San Diego campus will be accepting applications for Spring 2024 from August 1-31, 2023, for a small number of graduate programs.
2. Admission decisions are expected October 30th.
3. Tables for MS Programs: Enrollment Fall 2018 - Fall 2022 ,and Graduation 2018 - 2022.

8. Enrollment Update

Assoc. Dean Ozturk shared the following update:

1. We are on track for Fall Enrollment
2. Our Target is 1720 for Fall 2023, we are at 94.3%

9. Low Enrollment & Waitlists Classes Update

Assoc. Dean Ozturk shared the following slides:

1. Table showing breakdown of waitlist by dept. and course.
2. Table showing admission and intent to enroll from 2018 - 2023.
3. Table contrasting application, admission, and enrollment yield.
4. Table showing intent to enroll in 2023 by dept.
5. Summer 2024 Schedule is open to departments to build their own schedules.

10. Senior Design – GVAR Update

Assoc. Dean Ozturk shared the following update:

1. The meeting with CAL RWS was successful.
2. All RWS Lecturers have been assigned and introduced to Senior Design Instructors.
3. Guidelines for Awarding GVAR TA position (as of 08/16/2023).

11. Advising Update

Asst. Dean Garcia shared the following update:

1. Award winning Advising Team; Staff Excellence Award.
2. CSSE Visits May 22 – August 09, 2023.

3. 1067 appointments created
4. Service included major advising, peer navigating, internship/career support, and interest in changing majors
5. CSSE Open House: September 19, 2023, from 10am–1pm outside on the walkway between the EIS and Engineering Building.

12. GI 2025 Update

Asst. Dean Garcia shared the following update:

1. 13 Sections of Engr 101 with more than 400 students enrolled in Engr 101
2. For Gens 350 there are more than 35 incoming transfer students in Mesa program

13. Status of CoE Pillars

Asst. Dean Garcia shared the following update:

Fall 2023

1. Shared the draft of the CoE Pillars
 - a. Integrity, Purpose Humanity, Society
2. On track to introduce at CoE Faculty & Staff Retreat.

14. Important Dates

Fall 2023

1. **August 17 (Thu)** – 1:30pm-4:30pm – **CoE Faculty & Staff Retreat** – Templo Mayor Conference Room, Aztec Student Union
2. **August 17 (Thu)** – 6:30pm-8:30pm – **CoE Gathering** – Tom Ham’s Lighthouse
3. **August 21 (Mon)** – **First Day of Classes**
4. **October 10 (Tue)** – 11:00am-12:30pm - **CoE Faculty Meeting** – Gold Auditorium, BioScience Center
5. **October 12 (Thu)** – 1:30pm-2:30pm - **CoE Staff Meeting** – Dean’s Conference Room E-203E
6. **November 3 (Fri)** – 9:00am-1:00pm – **Dean’s Advisory Board Meeting** – Templo Mayor Conference room, Aztec Student Union
7. **December 4 (Mon)** – **CoE Faculty & Staff Holiday Event** – TBD
8. **December 5 (Tue)** – 11:00am-12:30pm - **CoE Faculty Meeting** – Gold Auditorium, BioScience Center
9. **December 7 (Thu)** - 1:30pm-2:30pm - **CoE Staff Meeting** – Dean’s Conference Room E-203E

15. Roundtable

1. Dr. Demasi discussed using international connections for helping with Graduate Programs
2. Assistant Dean Garcia shared the news about the flood from the fourth floor that leaked through the 2nd floor into the tutoring room.
3. Assistant Dean Garcia shared that the Advising Team won the Presidential Award
- 4.

Dr. Sharma discussed the Independent Doctoral Program.

Having gone through all the items on the agenda, the EC voted unanimously in favor of adjournment at 4:18 pm.

Minutes submitted by John Oliver, August 16, 2023.