**Executive Committee Meeting**

**Minutes**

Wednesday, November 18, 2009

2:00 pm, Dean’s Conference Room, E-203

Present: Dean D. Hayhurst, Drs. R. German, A. Plotkin, J. Supernak, & L. Tummala, Mr. L. Hinkle, Mr. D. Irwin, Ms. C. McClain

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

1. **Approval of Minutes from the November 4, 2009 Meeting:**  Minutes from the November 4, 2009 meeting were unanimously approved with correction (moved by Dr. Supernak and seconded by Dr. Tummala)**.**
2. **Budget Planning:** Based on discussions at ADC, the Dean reported that the budget situation has generated intense debate in the University Senate about the university’s underlying philosophy on admissions and methods for limiting enrollment. The debate centers on whether the university’s mandate is to recruit the best students with the highest likelihood of success, or whether it is to provide access to all eligible student in the university’s service area. The university’s current plan is to keep the ratio of service area students the same (37%), but to stop automatically admitting all that are eligible (which would increase the ratio since overall enrollment is decreasing). The committee recognized the importance of having Engineering’s voice in this discussion through our college’s Senator. The Dean also explained that he must provide details to the Provost’s Office in early January on our plan to meet the budget reductions in the Provost’s planning scenario. The planning process in the College will move forward aggressively in the next few weeks.
3. **Control of FTES – Planning to Make Targets**: Dean Hayhurst read an email from AVP Singer stating that the College should not exceed established FTES targets. Previously the college has been encourage to exceed targets and as done so multiple semesters. The committee engaged in a lengthy discussion on strategies and challenges involved in meeting this requirement, especially considering the number of students that are already enrolled in the Engineering curriculum.
4. **Access Control Holiday Schedule:** The Dean’s Office has received a request to provide any special need for holiday access to buildings to university officials. It was agreed that faculty who need access to the building during times when the building is closed will have access key cards; chairs will verify with faculty that all have the access they require. The Provost’s Office has also asked for each College’s holiday schedule. Office schedules were discussed; most department offices will be closed from Dec. 21 through Jan. 4; the chairs will provide confirmation of schedules to Ms. McClain. The Dean’s Office will be open on Dec. 31, the day that the university is open and paychecks will be available for pick-up there.
5. **Faculty Meeting Fri. Nov. 20:** The committee engaged in a discussion about faculty meeting times; although Friday afternoons worked well last semester, attendance has been light this semester. It was agreed to combine the Fri. Nov. 20 and the Fri. Dec. 4 meetings into one meeting on Thurs. Dec. 3.
6. **Laboratory Software Status:** Mr. Irwin reviewed the process and problems that occurred in updating laboratory software this semester. When software is updated, the tech support team first builds an image on one machine. A faculty member who uses and is familiar with the software must then test the machine to be sure that the software is installed and functioning properly. When a good image is verified, the image is pushed out to all machines in the lab. It is important that this process all take place before classes begin, as updating takes several hours and it is difficult to do during the semester without closing the labs. Mr. Irwin will send an email to faculty and staff at the beginning of December on the process and timeline for updates for the spring semester. He further explained that, according to a new CSU policy, all licenses are being prorated to expire June 30. With this change, license updates do not occur during times of heavy lab use.
7. **Virtual Computing:** Mr. Irwin gave the committee a demonstration of the College’s new remote computing capabilities, which give students the ability to log in to software and run it remotely on their laptop, home or other computer. All software is run on a college server, but the experience for the students is like it is running on their machines. It has been piloted in one class this semester with positive results. The committee discussed how this should be rolled out; a plan for students to purchase a CD at the bookstore that provides access for one semester has been approved in concept by AVP Singer. The software will be keyed to the computer that the student uses to first sign in, and will be active for only one semester. All agreed to a larger pilot of the software in the spring semester. Next steps, including pricing and an over-all strategy regarding student fee/costs, were discussed.
8. **ADC Updates:**  ADC discussion topics, including the discussions in the University Senate, have already been presented to the group.
9. **Roundtable**:
* Dr. Plotkin – asked when budget allocations will be available to departments; Mr. Irwin hopes this will happen by early December. CERF info has just been received and census data should be updated soon.
* Dr. German – a recent university research report shows $4 mil in awards for Engineering, with 40% of the faculty research active. This is an increase compared to past reports. Dr. German also reported that the University of WA proposal has been invited to go to a full proposal.
* Mr. Hinkle – all is on track for Explore SDSU day. Reinstatement of lost IRA funds has been denied; he is working with Linda Burton to reallocate funds when possible. He has also contacted advisors to assess need for lost funds, but has gotten little response.
* Ms. McClain – passed out a roster of University Senate committee membership from Engineering.
* Dr. Tummala – suggested that a discussion of student fees be undertaken to assure we meet the needs of students at the same time we introduce fees.
* Dr. Supernak – reported that he attended a meeting of emeritus faculty today, which went very well. At the meeting he suggested the possible opportunity for emeritus faculty to volunteer to teach classes during this budget crisis.

Dr. Tummala moved, Mr. Hinkle seconded and the committee unanimously agreed to adjourn the meeting at 3:46 pm.

Submitted by Cindi McClain, December 1, 2009.