**Executive Committee Meeting**

**Minutes**

Wednesday, November 4, 2009

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

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

Dean Hayhurst called the meeting to order at 2:05 pm.

1. **Approval of Minutes from the October 21, 2009 Meeting:**  Minutes from the October 21, 2009 meeting were unanimously approved as submitted (moved by Dr. Tummala and seconded by Mr. Hinkle)**.**
2. **Budget Planning:** The Dean reported on the Provost’s planning scenario for possible reductions, using amounts that are hypothetical at this point. Our first indication of the actual amount will be in January when the Governor submits the draft budget. Several key items were discussed: 1) Keren Stashower, organizational effectiveness consultant, has been engaged to work with the College during this planning process. She is currently meeting with the Dean and Associate Dean and will meet with the Department Chairs in the future, 2) several individuals from the Dean’s Advisory Board have been identified for a task force to become more engaged with the College on budget issues, and 3) Academic Affairs continues to persue implementation of an excellence fee, and recently met with leaders from Associated Students to review the process and hear their recommendations. Any such fees must be approved by students. Dean Hayhurst invited Engineering’s student leadership to the recent Dean’s Advisory Board meeting and stressed the importance of continuing to engage students in discussions about our budget. The committee discussed how our need for an excellence fee is best conveyed to constituents, and the existing lab fees versus this new excellence fee. Implementation of an excellence fee is projected to be Fall 2011.
3. **One-time Course Section Funding**: The University has received ~$2 million in stimulus funding as one-time support for course sections which will be shared with the colleges pro rata. The committee discussed the need to engage industry partners who are the primary benefactors of our graduates. It was noted that the number of research proposals submitted by faculty has increased, indicating an understanding of the need to buy out courses in order to earn release time.
4. **International Transcript Fee:** The Dean reported on a series of discussions with Associate Vice President Singer about having international transcript review done by our departments in an attempt to waive the newly imposed fee to evaluate international transcripts. Dr. Singer responded that evaluation of transcripts will remain at the university level, requiring all international applicants to pay a transcript evaluation fee. There was general agreement that the fee will impact graduate applications.

Dr. Tummala also provided a brief report on a collaborative degree program being discussed with PSG University in India.

1. **Summer Session Planning:** The target for Summer 2010 is 80 FTES, which is the same as last year. Last year’s summer sessions’ careful management generated a small surplus which augmented our fall budget. Mr. Irwin stressed the importance of not running a deficit for summer classes this year. The Dean informed the group that Academic Affairs has some funding available to move courses to an online format. The committee engaged in a discussion as to whether online courses offer financial advantages. The summer schedule is due before the holiday break, and Mr. Irwin reminded the group of the need to be more timely with submissions than we’ve been in the past.
2. **Student Learning Outcomes Assessment Committee:** At the Dean’s request, the committee clarified discussions from the last Executive Committee meeting on this topic. It was agreed that delivering student and alumni surveys on college servers can be taken care of outside of this committee. The Dean will request that the Constitution and Bylaws Committee review the committee’s role going forward.
3. **University Senate Opening:** Ms. McClain reported on a discussion with Dr. Edith Benkov, President of the University Senate. Senators are allocated based on FTEF, with the College of Engineering being eligible to elect three faculty Senators. Currently the college has only one Senator, Dr. Julio Valdes. The history of the elections was reviewed and the importance of better representation was recognized by the committee. Additional Senators cannot be added after election results are announced in May, so no changes can be made for this year. The slate of candidates for 2010-11 will be established beginning late February with elections in April and electees announced in May.
4. **Explore SDSU Day:** Mr. Hinkle provided a hand-out on Explore SDSU Day, which will be March 20, 2010 this year. He wishes to expand interaction with departments by scheduling two consecutive department briefings (10:30 – 11:30 and 12:30 to 1:30) as the feedback from last year was that the lab experiences were excellent but there was not enough time to interact with department personnel. Mr. Hinkle also plans more formal support from faculty and staff.
5. **Faculty Meeting Time for the Spring:** Recognizing the importance of high faculty participation, all chairs agreed to move the monthly all-faculty meetings to Thursday at 11 am for the spring semester. Department faculty meetings will be adjusted accordingly.
6. **ADC Updates:**  ADC discussion topics, including the budget and excellence fees, have already been presented to the group.
7. **Roundtable**:
* Mr. Hinkle – reminded all club advisors to use IRA funds they have been allocated.
* Mr. Irwin – stated that key issue has begun charging departments for keys lost by faculty and staff; one department has been charged for four lost keys.
* Dr. Tummala – reported that the lighting problem in 423b is not fixed, as previously believed. The fact that the projector is old and therefore not bright enough contributes to the problem. Mr. Irwin will investigate the rooms’ eligibility for an overall remodel/upgrade of the AV equipment.

Dr. Supernak moved, Dr. Plotkin seconded and the committee unanimously agreed to adjourn the meeting at 3:49 pm.

Submitted by Cindi McClain, November 16, 2009.