



SAN DIEGO STATE
UNIVERSITY

COLLEGE OF ENGINEERING

EXECUTIVE COMMITTEE MEETING

Minutes

Wednesday, February 20, 2013, 3:30pm
Dean's Conference Room

Present: Dean D. Hayhurst; Drs. M. Mehrabadi, N. Nosseir, L. Tummala, B. Westermo;
Mr. D. Irwin, Mr. L. Hinkle, and Ms. K. Young

Absent: Dr. K. Walsh

Guest: Dr. J. Supernak

Call to Order: The meeting called to order at 3:34 pm.

1. **Approval of Minutes:** Minutes of the January 16, 2013 and February 6, 2013 meetings were approved.
2. **Researcher/Faculty for Presentation at Frontiers in Science & Technology:** CONNECT has invited one outstanding researcher/faculty member from the SDSU College of Engineering to speak/present at an upcoming event, a program series entitled Frontiers in Science & Technology. This event is widely-attended, comprised of a generalist audience of approximately 100 people where eminent scholars discuss topical issues. Dean Hayhurst has asked all Department Chairs to provide no more than 3 names and topic areas from each department by Wednesday, February 26, 2013.
3. **WEAVE System Data Input:** A note from Provost Marlin was sent regarding incorporating all of our ABET documentation into the WEAVE System. Dr. Mehrabadi was notified by the Senate APP Committee that they would like Engineering to place program outcomes/assessments on WEAVE before they approve the Bioengineering Emphasis proposal. Dr. Mehrabadi reported that the system does not permit insertion of tables or images, that information on the editing screen appears fine but after submission looks scrambled online. However, he stated that it is possible to upload documents in PDF format through WEAVE's Document Management System. Dean Hayhurst asked all Chairs to make the transition to the WEAVE system a priority.
4. **Department of Health & Safety Inspection:** Mr. Hinkle distributed a report/email sent from the Department of Environmental Health and Safety (DEHS) stating that they inspected the College and our labs and found a few areas of concern. Darrell is to contact the DEHS to obtain background information on the areas of concern, identify the responsible parties within the College, and send them a note to have the issues corrected immediately.

5. **EXPLORE SDSU:** Mr. Hinkle asked the Department Chairs to provide a list of who will be performing in the labs or department areas for EXPLORE SDSU Day. Dr. Tummala stated that the same individuals from Electrical that participated last year will this year, and if something changes, he will notify him by the end of this month. Mr. Hinkle asked that all other Chairs notify of their department's participation within a week so that he can move forward with planning. Dr. Mehrabadi suggested that current students be present in each department to answer questions from the prospective students and their parents, as they have questions that students are well-suited to answer; such as: strength of the program, design sequence, campus/student life, being properly advised by the department, etc. Mr. Hinkle provided a handout confirming that Engineering is being represented in every EXPLORE SDSU event.
6. **Master Plan:** Mr. Hinkle asked the Department Chairs to edit the course catalog for their respective departments as it pertains to Master Plans as some of the current information is outdated or no longer applicable. There was a general discussion about Master Plans being filed with Departments versus with the Office of Advising who maintains the Degree Evaluations. ABET accreditation requires each Department to advise students, which is the reason why Master Plans should be held in the Department; each advisor has access to the Degree Evaluation to compare with the Master Plan for graduation. Each Department Chair should speak with Jodi Thiede in Enrollment Services/Office of Advising regarding what is and is not needed for the Master Plan.
7. **Census Enrollment:** Mr. Irwin provided census enrollment information. Enrollments for Spring 2013 increased 105 over target. Enrollment increased for Open University. Increases were also noted for Mechanical Engineering.
8. **Status - Faculty Searches:** Dr. Tummala has two candidates this week and a third on Friday, March 1st for the ECE faculty position. Dr. Mehrabadi has selected four candidates and will phone interview another four for the ME faculty position; top 8 to be sent to HR. Interviews are being conducted for the ERC position. Fifty applications for the water position (CCEE) were received; deadline is March 7th for short list of candidates for interviews.
9. **Graduate Review Status of Submissions:** ECE has completed and submitted their Graduate Self-Study. ME, CCEE, and AE require more time to complete. Manufacturing and Design no longer exists as a stand-alone graduate program, therefore a review will not be done. Deadline for submission is February 21st. Ms. Young was asked to contact Graduate Affairs to request an extension for the departments that need more time.
10. **Alumni Awards Status:** Department Chairs were asked to provide names of faculty that are being nominated by the deadline of Feb 25th.
11. **Academic Dean's Council:** Nothing to report, as the Academic Dean's Council meeting was cancelled.

12. Roundtable

- Dr. Nosseir asked for an estimate for research expenditures College-wide?
- Dr. Nosseir obtained an estimate to fix the Supersonic Wind Tunnel at over \$10K. However, he reported that Greg Morris found what needed to be replaced for only \$3K; he inquired to Mr. Irwin about AE budget for repairs.
- Dr. Supernak asked about the new allocations for computers. Mr. Irwin stated that there is an allocation and he needs to know who has a need. Any computers over 5 years old have expired warranties and should be replaced.

Adjourned: The meeting adjourned at 4:46pm.

Submitted by Kavalya Young: February 27, 2013