



SAN DIEGO STATE
UNIVERSITY

COLLEGE OF ENGINEERING

EXECUTIVE COMMITTEE MEETING

Minutes

Wednesday, May 1, 2013, 3:30pm
Dean's Conference Room

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

Absent: None

Guest: Mr. D. Geiger

Call to Order: The meeting called to order at 3:33 pm.

- 1. Approval of Minutes:** Minutes of the April 17, 2013 meeting were reviewed and approved.
- 2. Graduation:** Mr. Geiger addressed the committee regarding commencement details. Graduation will be held on Sunday, May 19th at 9am and rehearsal will be on Thursday, May 16th at 2:30pm at Viejas Arena. Faculty, staff, volunteers, and graduates are required to line-up at 8:15am on graduation day. There are 583 students graduating this semester, up from 522 last year, and the College is one of only 2 colleges that are increasing in number of graduates. Dr. Walsh requested a breakdown of graduates and most influential faculty by department. Mr. Geiger agreed to send that information to the committee. The valedictorian is Dejan Samardzic (Aero); however he is unable to attend due to a traveling conflict. There was a discussion about having Dejan give his speech via jumbotron, but that has yet to be confirmed. David Shields (Civil) to fill-in on Dejan's behalf, however, he is not scheduled to give a speech. Dr. Luciano Demasi is Dejan's most influential faculty member and may give a speech in his stead. University has decided to shorten/compress the graduation program in an attempt to standardize the proceedings across all colleges. Mr. Geiger will send the script to Dean Hayhurst. Dean Hayhurst suggested that four or five outstanding graduating seniors from the departments have dinner with Irwin Zahn. Mr. Geiger agreed to coordinate.
- 3. Assignment of IT 101:** Mr. Irwin reported that IT 101 will be completed June 1, 2013 and will be available for Fall 2013 classes. The room holds 98 seats (4 handicap accessible), has a full smart setup, projection, no whiteboards, and no stadium seating. Mr. Irwin stated that he did not put the room in the schedule because he wanted Engineering to have first priority for using the room. The Engineering courses with 75-98 enrollments were selected to use the room for Fall 2013, and if there were conflicts, the class that was furthest away from the College was granted priority. Mr. Irwin provided a handout detailing the Engineering courses with enrollments from 75-98 that have been pre-scheduled for the room and asked for objections/suggestions/concerns. He noted that additional time slots for IT 101 are still available.

4. **Equipment Request:** Mr. Irwin reported that all computers are going out of warranty, and asked the Chairs if they would prefer to have the College replace all computer equipment or have each department handle individually. If the departments choose to handle, they would then be responsible for the computers that are going out of warranty, and there isn't enough computer tech staff to support the issues that may arise from the warranty expiration. Dr. Walsh inquired about computer tech staffing. Mr. Irwin stated that he hired a graduate student, Soroush Tamizi, who has experience with computers and data center, and is to work through the start of fall semester; there has been an increase in productivity with this hire. There is also a possibility that Soroush will stay on as a student assistant in the Fall. A search is being conducted for Tracy Arnold's replacement, and it should take approximately one month for the new technician to start, assuming there is a successful group of candidates; the application deadline ends May 3rd. The Department Chairs agreed to replace all general-laboratory computers with the College equipment funds instead of using department resources. Darrell will provide computer specs to each Chair so they may choose what software/hardware packages they need. The computer replacements are slated for the end of the Fall, therefore there will be an out-of-warranty period. The deadline for equipment requests (instructionally-related equipment) is June 1st. Mr. Irwin would like to have submittals by May 15th, so there can be a discussion among the Chairs before the final deadline.
5. **Faculty Searches:** Dean Hayhurst reported that College faculty searches have so far been unsuccessful. One issue that the College is struggling with is the starting salaries not being competitive with peers. There is salary compression due to not giving raises for an extended period and there is a concern about offering starting salaries for new assistant professors above that of our current associate professors.

With regard to faculty searches, ME has not yet been successful in its hire. Presently, ME has two alternate candidates. Dr. Mehrabadi will hold a second phone interview with both, and make a decision after that time. ECE will be conducting an on-campus faculty candidate interview on May 10th. CCEE has their last phone interview on May 6th. Dean Hayhurst is concerned about not being able to fill open positions, especially when asking for more positions.

6. **Assigned Time Reporting:** Mr. Irwin reported that there is inconsistency in the College with regards to assigned time reporting. ME has a method of reporting assigned time that is consistent with other units on campus, and the remaining departments use a different method. There should be consistency amongst all departments. Dr. Mehrabadi described his method and addressed the benefits. The discussion focused primarily on supervision reporting and how incorporating it more accurately represents faculty time. Other departments have reported supervision time as above 12 units, and ME counts supervision within 12 units. Mr. Irwin stated that since assigned time is used for evaluating workloads and for cost sharing, reporting must be done in a uniform fashion to be comparative and fair. All department chairs agreed to be consistent and go to a 12-unit benchmark, with the only difference being that supervision time will be including in that amount.
7. **Cluster Hire Proposal Review:** Dean Hayhurst reported that 28 applications were submitted for cluster hires. The review process consists of a faculty committee (9 unidentified reviewers); each proposal will have an advocate/champion and a second person review in depth and put together a report; 8 proposals will be rank ordered; the 8 teams will give an oral presentation (10-minute presentation and 10 Q&A) on May 6th at 10am. Faculty reviewers and external reviewers will take notes and share. The deans will meet on May 6th at 5pm to discuss the notes from all reviewers and make a recommendation to VP Welter. On May 7th VP Welter will present results of the review to Provost Marlin.

8. **Academic Affairs Critical Needs Funding Initiatives (Update):** Dean Hayhurst reported that at the ADC Meeting Provost Marlin recommended where monies should be spent. The \$5M critical needs funds are in alignment with the new strategic plan and have been committed to the following: 16 cluster hires (priority), university grant program restoration, student success / study abroad, cost for transcript evaluations, writing center, math center, associate director for honors college as well as faculty, online course development, 16 new faculty positions based on non-resident enrollment growth, and 16 resident enrollment growth faculty positions. Dean Hayhurst expressed a personal concern that staff positions were not included, as there is a need for more technical support positions. Monies are recommended for remedial classes, student recruitment, graduate affairs staff, and lottery fund restoration. Dr. Mehrabadi provided a list of critical needs for his department and Dean Hayhurst stated that the list would be used internally.
9. **D, F, W Grades Report:** Dean Hayhurst is scheduled to give a report on the D, F, W Grades Report at the next ADC Meeting. He requested a draft report from department chairs by May 10th.
10. **Dean's Advisory Board Meeting:** Dean Hayhurst reminded all Chairs about the Dean's Advisory Board Meeting on Friday, May 3rd from 11:30am to 2:30pm.
11. **WEAVE System Data Input Update:** Dr. Walsh reported that CCEE will be done with the WEAVE System Data Input by the end of next week. Other departments stated that they are making progress.
12. **Design Day:** Mr. Irwin distributes Design Day schedule and program and announces the people's choice contest.
13. **Academic Dean's Council:** Nothing additional to report.
14. **Roundtable:**
 - Dr. Nosseir inquires about Aerospace estimates for space upgrades. Mr. Irwin to discuss with Dr. Nosseir one-on-one.
 - Dr. Walsh reported that he had lunch with Chancellor White during the Campanile Board Meeting regarding the budget and about being frugal during the academic year in order to rollover budgetary funds and was wondering if departments can adopt that same advantage.
 - Dean Hayhurst reminded the committee about the Business Faculty Meeting on May 7th at 12noon in the BioScience Center Gold Auditorium.

Adjourned: The meeting adjourned at 5:21pm.