

Executive Committee Meeting Minutes

Wednesday, November 5, 2014
2:00pm, Dean's Conference Room, E-203

Present: Dean M. Mehrabadi, Drs. K. Moon, N. Nosseir, J. Supernak, L. Tummala; Marcie Morihoro

Absent: Dr. B. Westermo & Theresa Garcia - both traveling on business

Dean Mehrabadi called the meeting to order at 2:03 pm.

1. **ABET 2015:**

Dr. Westermo is travelling on business and Dean Mehrabadi commented that Dr. Westermo is making progress on ABET. Dean Mehrabadi received a \$5K invoice from ABET for maintenance fees.

2. **Search Committees for Associate Dean, AE Chair, ECE Chair, ME Chair, CCEE Transportation & ME Design & Bioengineering Faculty Positions:**

A) **Recruitment Procedures**

Dean Mehrabadi again covered the recruitment procedures for hiring tenure/tenure-track faculty:

- 1) **Interfolio** – Search Committee Chairs should contact both Sandra Bullock: sbullock@mail.sdsu.edu or 619-594-0492 and Dr. Edith Benkov: 619-594-6111 to set up an appointment for Interfolio training. It's important that the Search Committee Chairs and members complete the training to understand how the Interfolio system works for viewing and tracking candidates.
- 2) **Print Ads** – The Dean's Office has contacted Faculty Affairs regarding whether Departments still need to place a print ad in a professional journal since an online ad is automatically placed with the Inside Higher Education journal with the new Interfolio system. The response is as follows: "It has been determined that placing an online ad with Inside Higher Education will satisfy the advertising requirement as it is a national journal. It is still ideal if the Department wishes to advertise in a professional journal to target specific applicants."
- 3) **2014-15 Faculty Recruitment & Hiring Procedures Handbook** – Department and Search Committee Chairs should be referring to and following the procedures listed in the 2014-15 Faculty Recruitment & Hiring Procedures Handbook published by the Employee Relations & Compliance (ERC) Department:

<http://oerc.sdsu.edu/pdf/recruithireproc.pdf>.

Questions related to hiring procedures should be directed to the Employee Relations and Compliance Department: Sandra Bullock: sbullock@mail.sdsu.edu or 619-594-0492.

B) **Open position updates**

- 1) Associate Dean – (3) candidates have been chosen by the Search Committee and Monte is sending the names forward to the Employee Relations & Compliance Department for approval to bring candidates to SDSU for interviews.
- 2) AE Chair – Committee Chair has been unable to view the applicants on Interfolio. Dean Mehrabadi has asked Dr. Nosseir to have the Committee Chair contact both Sandra Bullock and Edith Benkov for Interfolio training.
- 3) ECE Chair – The position has been e-mailed and posted to the IEEE Spectrum, and Academic Keys. Dr. Tummala did not have information on the number of applications that have been received to date.
- 4) ME Chair – Search Committee is waiting on approval from Sandra Bullock.
- 5) CCEE Transportation – Approval has been given by Sandra Bullock and she will be providing Interfolio training to the Search Committee on Friday, 11/7/14, at 11:00am.
- 6) ME Design – Waiting on approval from Sandra Bullock.
- 7) ME Bioeng – Waiting on approval from Sandra Bullock.

3. **New Engineering & Interdisciplinary Sciences (EIS) Building:**

EIS meeting are continuing on a weekly basis and 11,500 sqf is still being set aside for teaching labs and courses. This is twice the area of the current CoE teaching labs that will be demolished. A temporary building is being set-up in Parking Lot A. After the relocation to the new EIS Building, the Quonset hut will be demolished and the contents will be moved to this location. Construction starts in January 2015 on Lot A and labs will be moved by end of Spring 2015. The new EIS building ground breaking will be October/November 2015.

4. **CoE Advisory Board Mtg:**

The CoE Advisory Board Meeting will be held on Friday, November 21st, 2014, from 10:00am-1:30pm in the ASU Templo Mayor Conference Room. President Elliott Hirshman will be present at the start of the meeting to give an update on the State of the University. Dean Mehrabadi will also be speaking on the State of the College and the new EIS building. The focus of the board meeting will center around the board creating (3) committees with each Department Chair participating to help facilitate as follows: Development (Dr. Supernak), Student Success (Drs. Moon/Nosseir) and Industry/Government Liasion (Dr. Tummala).

5. **Departmental Meetings with Provost Enwemeka:**

Due to travel conflicts, The Provost has had to reschedule the AE & ECE Departmental meetings:

- AE – Tentative hold on Fri 2/13/2015 - [11/12/14 Update: Margie has confirmed the meeting for Thu 2/12/2015 from 9-9:50am, in the Dean's Conference Room].
- CCEE – Confirmed for Thu 12/4 – 11:10am-12pm (Mechanical Engineering Conf. Room)
- ECE – Dr. Tummala has confirmed the dates of Spring 2015 ECE Faculty meetings and Marcie Morihoro has forwarded to Provost Office for confirmation.

6. **Development:**

Gary Smallwood, new CoE Senior Director of Development started on 10/15/14 and will be setting up one-on-one meetings with each Department Chair.

7. **Georgia, Dean's Research Council (DRC) & Academic Deans Council (ADC) Updates:**

A. **Georgia SDSU Program:**

Dean Mehrabadi has joined the Finance & Operations Committee which includes Deans Joe Shapiro and Stanley Maloy, to ensure that Engineering is kept in the loop. The Georgia Program is going to be revenue based with 200 students to be recruited for the 1st

year. Dr. Guvan Halil has been hired to recruit students from Georgia, and neighboring countries. The tuition for non-Georgian students is \$14,500/academic year, while Georgian citizen's tuition is \$7,500/academic year.

B. Dean's Research Council (DRC):

- 1) Number of graduate students: The number of slots allocated to the Graduate Division is 1425 instead of 1502.
- 2) JDP: SDSU is currently running a structural deficit and President Hirshman has met with Directors and trying to stabilize the budget and all programs that are losing money are being looked at carefully. Dean Mehrabadi will need Dr. Eugene Olevsky to make a report on the JDP and develop a plan to make the program self-sustainable. Dean Mehrabadi also asked that Department Chairs notify faculty that they need to support their JDP students.
- 3) Graduate student NRTW: The Graduate Council approved that the NRTW allocation be given early so it can be used as a recruiting tool in the offer letters to prospective students. The NRTW is a scholarship and should not be given to average or below average students.
- 4) GREW Fellowship Applications: Grants and Research Enterprise Writing (GREW) Institute 2014 Fellowship applications were received and three new faculty (Drs. Ke Huang, Alicia Kinoshita, and Xiaofeng Liu) were selected as Fellows. Selected Fellows will receive up to \$3,000 in compensation, and an opportunity to travel to Washington DC and discuss their research agenda with agency program officers facilitated by SDSU Research Foundation's Washington representatives.
- 5) I-9 Updates: CoE had no violations and quarterly reports will continue to be sent.
- 6) IRB (Instructional Review Board): IRB is a faculty led committee which meets monthly to review research involving human subjects in order to ensure that all projects conform to federal and institutional regulations and policies. The IRB has been having a high turnover rate in personnel (the Director has recently resigned) and SDSU programs have been experiencing difficulties in working with the IRB.
- 7) Director of Technology Transfer Office: Mike Rondelli has received a competitive offer from USC and has resigned his position at SDSU. Tommy Martindale will be Interim Director for (6) months and he can then apply for the position.
- 8) SDSU Library: Wiley Publishers have increased their digital subscription fees and the library may have to discontinue the ECE subscription.

C. Academic Deans council (ADC):

- 1) New faculty hiring: Academic Affairs reported that the new Interfolio system of hiring new faculty is going well across campus.
- 2) Learning Analytics & High Failure Rate Courses: Intervention in the case of students who had PELL Grant raised their passing rates from 70% to 90%. The B/B- students who had intervention had a higher rate of passing.
- 3) Training for online courses: Faculty that taught online courses in Summer 2014 and were not trained, have to be trained this year in Spring 2015, if they will be teaching courses in Summer 2015. Department Chairs need to review their list of faculty that will teach in Summer 2015 and need to send a list to Academic Affairs with the faculty that need training.
- 4) Critical Needs: The critical needs were announced and the funds need to be used by JUNE 30th, 2015, as it is extremely difficult to carry over any amounts. The critical needs approved allocations for each Department are as follows:
 - a. Dean's Office – All College: \$2,982
 - b. Aerospace: \$40,047
 - c. Civil, Construction & Environmental: \$22,884
 - d. Electrical & Computer: \$30,756
 - e. Mechanical: \$32,951

- 5) Assigned Time: The President and Provost are concerned about Assigned Time and they would like each of the Department Chairs to write an explanation of their policy on how they give Assigned Time for faculty. Department Chairs should write their policy and submit to Dean Mehrabadi as soon as possible.
- 6) International Programs: Dean Alan Sweedler spoke regarding faculty led programs and mentioned that a CoE faculty member was collecting money from students to be given to the University. Dean Sweedler stressed the point that faculty cannot collect any money from students. The only unit allowed to collect money for this purpose is the College of Extended Studies (CES). SDSU Legal advice indicates that faculty cannot use any companies (even if they may be affiliated to help students). The CES should announce a RFP for the companies to compete for a contract .
- 7) Proposed Enterprise Advisory Committee: A technology consultant has been brought in to help ease the problem of students having to logon to many different websites.
- 8) Georgia Program: The program is very important for the State Department and for Georgia. Dr. Ken Walsh was given credit for doing a great job. There is a challenge in that it may not be possible to reach the goal of 500 students in the first year, but every attempt will be made to recruit as many students as possible. The October Advisory Board meeting went very well and Program has been receiving solid support from industry with many companies requesting to join.

8. **Roundtable:**

1. Dr. Nagy Nossier – Renovation on the AE wind tunnel have started and waiting on approval from Kathy Lamaster to have parking spaces blocked next to the EL 101 lab for storage of equipment.
2. Dr. Lal Tummala – A request for tutoring from the Student Success Fees was not approved.
3. Dr. Janusz Supernak – The renovation of E 420 lab has been completed.
4. Dr. Kee Moon – Inquired about the Approval of Candidates for Graduation & Distinction Major Field due on November 14, 2014. Dean Mehrabadi asked that Dr. Moon send him the information and he would review.

Having gone through all the items on the agenda, Dr. Tummala moved, Dr. Supernak seconded and the committee unanimously agreed to adjourn the meeting at 4:11 pm.

Submitted by Marcie Morihiro, November 12, 2014.