

Executive Committee Meeting Minutes

Wednesday, December 3, 2014
2:00pm, Dean's Conference Room, E-203

Present: Dean M. Mehrabadi, Drs. K. Moon, N. Nosseir, J. Supernak, L. Tummala; Theresa Garcia and Marcie Morihiro

Absent: Dr. Bruce Westermo – off-campus meeting

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

1. **Approval of 11/19/2014 Executive Committee Meeting Minutes:**

Dr. Tummala moved, Dr. Moon seconded and the Committee unanimously approved the minutes from the 11/19/2014 Executive Committee Meeting.

2. **ABET 2015, WASC & WEAVE:**

Dr. Westermo was attending an off-site meeting at the SD Unified School District and e-mailed that there were no new updates on ABET, WASC or WEAVE.

3. **120-Unit Rule Exemption:**

Dean Mehrabadi reiterated the importance of the Department Chairs working with their respective Department Curriculum Committees to complete, approve, and submit the Change of Program and necessary forms for each of the plans listed in their Department's 120-Unit Rule Exemption proposals. All Department Chairs agreed to keep the deadline for submission of their Change of Program forms to the Dean's Office by **Wednesday, December 10, 2014**, as set at the last 11/19/14 Executive Committee Meeting.

4. **New EIS Building:**

A) The EIS Operations Committee is trying to move forward with what the Colleges want in the new building. Although the College of Engineering areas of excellence have been identified, the interdisciplinary sciences areas have yet to be determined. The VP for Research, Dr. Steve Welter is forming a faculty committee of (12) from Engineering, Sciences, and Health and Human Services for faculty input on the interdisciplinary part of the building. He has also used the "Cluster" proposals submitted last year in the areas of Advanced Energy, Bioengineering, and Wireless Communications to form 3 committees made up of the PIs of these proposals on Engineering areas of excellence. Department Chairs expressed an interest in knowing which of their faculty were involved. Dean Mehrabadi stated that he will forward them Dr. Welter's e-mail. Dean Mehrabadi asked the Department Chairs to encourage the faculty to join and participate in these important committees.

B) Theresa Garcia has received (2) inquiries from the Aztec Racing Organization:

- 1) Since the current wind tunnel is not sufficient to test their cars aerodynamically, they would like to know whether there are plans to have the wind tunnel accommodate conducting aerodynamic studies of automobiles. Dean Mehrabadi stated that we are currently investing over \$450K to renovate the current wind tunnel laboratory and at this time, there are no plans to have a wind tunnel to accommodate aerodynamics study of automobiles in the new EIS building. Dean Mehrabadi also mentioned that the Engineering members of the Operations Committee have been urging for a larger space for the Engineering car clubs: Aztec Racing, Mini Baja, DBF, and the Rocket Project.
- 2) When is the CAM Center being moved to A Lot? Dean Mehrabadi answered that, at this time, it is not clear when the CAM Center will be demolished. Dean Mehrabadi

stated that the construction of temporary building in the A Lot is scheduled to start in early Spring 2015 and to be completed by end of Spring 2015. The building is expected to be ready for move-in sometime in June 2015 (after the competition). C)

- 3) CannonDesign architects are tentatively scheduled to be back on campus after having met with faculty teaching in the EL labs, tentative dates are: 12/10-12/11/2014 and 12/15-12/16/2014.

5. **F14 Assigned Time Evaluation Reports:**

F14 Assigned Time (AT) Evaluation Reports are due to Marcie Morihiro by end of day, Wednesday, 12/3/2014. Dean Mehrabadi stressed the importance of these reports being turned in by the deadline, as the issue of Assigned Time procedure in various academic programs across the University are being reviewed by the Dean's Research Council and Academic Affairs. Dean Mehrabadi will be communicating the Department's AT reports and policies with the Dean's Research Council and the Academic Affairs.

6. **Spring 2015 Advisory Board, Engineering Design Day & Senior Banquet Dates:**

Please note that due to the Advisory Board Meeting being held on 5/8/2014, the Engineering Design Day has been moved **from** 5/7/2014 **to** 5/8/2014:

5/7/2015 – 5:30pm-8:00pm – Senior Banquet – Montezuma Hall OR Alumni Center

5/8/2015 – 10:00am-1:30pm – Advisory Board Mtg –Templo Mayor Conf. Room

5/8/2015 – 1:30pm-4:00pm – Design Day – Montezuma Hall

7. **Spring 2015 Executive Committee Meeting Dates:**

The Spring 2015 Executive Committee Meeting dates will be held on Wednesdays, from 2:00pm-4:30pm: 1/7; 1/21; 2/4; 2/18; 3/4; 3/18; 4/1; 4/15 & 5/20/2015.

8. **College of Engineering Strategic Goals:**

Dean Mehrabadi will be communicating a detailed list of College of Engineering priorities and initiatives that align with the University's Strategic Plan. In addition to the CoE goals, Dean Mehrabadi asked each Department Chair for their department individual strategic goals based upon the CoE Strategic Goals.

9. **12/3/2014 ADC, SDSU-Georgia & DRC Updates:**

A) **ADC:**

1. **President Hirshman** – Updated the ADC on his recent presentation to the Senate. President spoke of the gradual change of the financial model of the University in recent years. This year, SDSU received \$71M less from the State than it did in 2007. In addition, the University received no capitol funding (averaging \$30-\$35M/year) from the State. SDSU has moved away from enrollment growth money model and the main revenue is now tuition and fees which account for 60% of our budget. Therefore, we cannot afford to freeze the tuition & fees. We need to increase them in the future to keep SDSU academically strong and to be able to provide students more courses, staff, and TAs. An additional source of revenue is athletic fees which may be increased in the future. The President asked for the support of Deans, Chairs, Faculty and others by being advocates for possible tuition and fee increases in the future. The President also emphasized that we need to have a balance so that the students who face financial challenges can afford the tuition and fees. Additional revenues are generated from philanthropy, research, and auxiliary services and College of Extended Studies. We need to increase our research ranking by getting top quality students. SDSU also needs to work on retention. If the University has a retention rate of less than 80-90%, it will drop in the rankings. Hence, the President stressed the need to work on high failure rate courses.

2. Aaron Bruce, Chief Diversity Officer: Aaron Bruce asked that search committees bring in diverse candidates and bring up the topic of diversity in their interviews. Dr. Edith Benkov will be sending out an e-mail in the coming weeks on the “best practices” on diversity. As well, Aaron Bruce will be creating and distributing a pamphlet that search committees can give to their candidates.
3. Deletion of Centers: Dean Mehrabadi asked that the Department Chairs look at the list of Centers listed in the 2014-15 SDSU Catalog and e-mail him any Centers that should be deleted from the CoE list. The following Centers have been deleted from other Colleges: Bio/Pharmaceutical & Biodevice Development, Homeland Security Technology Assessment and Information Technology and Infrastructure.
4. Equipment Budgets: Academic Affairs has simplified the procedure for Equipment (lottery) funds allocation to Colleges. On average, \$4.2M is available per year for equipment purchase for the entire University. Academic Affairs will keep \$200K (i.e. 20%) for emergencies every year and will allocate the remaining \$4.0M to the Colleges. College of Engineering will receive \$1.0M (i.e., 25%) of the \$4.0M every year. The College will allocate \$800K internally to the Departments and the shop at the beginning of the year and will retain \$200K for emergency throughout the year.
5. Start-up Packages: Academic Affairs is considering start-up packages separately from the equipment fund. They are requiring Colleges to pay for the moving expenses for the new hires. Any start-up fund for new faculty lines that are supported by the Student Success Fee (e.g., the CCEE Transportation and ME Design position) will come from the revenue generated by the Student success Fee. Academic Affairs has allocated a smaller amount of funds for other new faculty lines that are not supported by the Student Success Fee (e.g., the Bioengineering position and the three Department Chair positions).

B) Dean’s Research Council (DRC):

- 1) Release Time (Assigned Time) – Academic Affairs and the VP for Research are looking at this very carefully. Dean Mehrabadi asked the Department Chairs to double check their departmental Assigned Time policies that they submitted last month and to send any changes to him directly. Spring 2015 Assigned Time should follow the policy submitted for Fall 2014 semester. Dean Mehrabadi will have the Executive Committee as a group look at all of the Assigned Time policies from each Department and try to come up with a unified policy that can be used for the entire College.
- 2) Interdisciplinary Research (\$100K) Call for Proposals – Dr. Steve Welter will be providing \$100K in seed money for Interdisciplinary Research and he will be sending out an e-mail soon calling for RFPs. There will be a limited submissions policy for quicker review and faculty will need to form groups and present their research.
- 3) Cost sharing Campus – Office of Graduate and Research Affairs is very supportive of cost sharing.
- 4) Graduate Students
 - A. The University is trying to stabilize the Joint Doctoral Program finances.
 - B. Number of graduate slots has been reduced to 1,417 and question was raised as to why Colleges are admitting students with less than a 2.85 GPA and, in some cases, offer them Non-Resident Tuition Waiver.
 - C. NRTWs will now be named President Research Fellowships and will be allocated in the beginning of the semester, not in March, so Colleges can use the money as scholarship incentives to attract more qualified graduate students.
 - D. University is rolling out a new paperless graduate application program called Radius and Departments will be able to see graduate applications on Blackboard.
 - E. Graduate Affairs will be covering the mandatory fees for JDP at the same level as last year.
- 5) IRB Director Search – Receiving applications from good candidates so far.

- 6) Departmental Reviews – Graduate program reviews are usually scheduled every 5 years but for programs that are deficient, it is suggested to have intermediate follow-up reviews 2 years after the initial review.

C) SDSU-Georgia Program:

- 1) Dr. Halil Guven, Vice Dean for Student Recruitment Report – Recruiting 200 students from the region with Georgian citizens paying \$7,500 and non-Georgian citizens paying \$14,500/academic year was the main focus of the report. Dr. Guven suggested offering incentives such as different levels of scholarships to help with recruitment efforts but those who had devised the budget expressed concern that offering scholarships requires state funds and will prevent the program from being self-sustaining in five years.
- 2) Finance/budget report – Michelle Goetz provided the report that the main challenge for the Georgian budget is that the program is considered for-profit and subject to taxes.
- 3) Discussion of Minister's Visit – Dr. Ken Walsh reported that the Minister's general impression was very positive. There was an article published in the SD Union-Tribune which was picked up by the main agencies in Georgia and was translated into Georgian and released on social media and local Georgian TV stations.

10. Other Business:

- 1) Course Conflicts – Dean Mehrabadi asked Department Chairs to check for course conflicts on their Spring 2015 class schedules. In particular, the Dean's Office has received complaints that CIVE E 344 conflicts with CIV E 301 & ME 304.
- 2) Associated Dean Candidates – A total of (4) candidates have been invited to SDSU for on-campus interviews for the following dates in February 2015: Mon 2/2-Tue 2/3; Thu 2/5-Fri 2/6; Mon 2/9-Tue 2/10; and Thu 2/12-Fri 2/13. Marcie Morihiro will be e-mailing the candidate CVs to Executive Committee along with the dates of interviews.
- 3) Copyright Violations – Dean Mehrabadi asked that the Department Chairs remind both Faculty and Staff in their respective departments that downloading copyrighted material is illegal and that SDSU and CSU are held liable if SDSU Faculty or Staff are implicated in downloading copyrighted materials (i.e., books, videos, documents, etc.).

11. Roundtable:

- 1) Dr. Tummala – Meeting with WASC for the Georgia Program
- 2) Dr. Supernak – CCEE will be having their meeting with the Provost on Thu 12/4/14 from 11:10am-12:00pm.
- 3) Dr. Moon – ME Advisory Board Meeting is on Friday, December 05, 2014, from 9:00-1:30pm in the Dean's Conference Room. Dr. Moon reminded Dean Mehrabadi that he will be giving a State of the College address to the ME Board from 9:30am-10:00am.

Having gone through all the items on the agenda, Dr. Tummala moved, Dr. Moon seconded and the committee unanimously agreed to adjourn the meeting at 4:13 pm.

Submitted by Marcie Morihiro, December 5, 2014.