

## **Executive Committee Meeting Minutes**

Wednesday, January 21, 2015  
2:00pm, Dean's Conference Room, E-203

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

Dean Mehrabadi called the meeting to order at 2:01 pm.

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

A) **WEAVE** - Dr. Westermo informed the Chairs that the AY 2013-14 is over in WEAVE and Chairs should review the information submitted, adding comments in the achievements section and some of the programs need mission statements added. Chairs should refer to the handout that Dr. Westermo distributed which provides the information that is missing for each Department. Once Chairs have entered necessary information and reviewed, they should mark the final button in WEAVE.

B) **ABET** - The CoE 2015-2016 Request For Evaluation (RFE) has been reviewed and accepted online by ABET Headquarters. Dr. Westermo distributed a handout to the Chairs for the proper ABET formatting of Faculty vitae and course syllabi.

C) **WASC** - Dean Mehrabadi informed the Committee that it was announced in the ADC meeting that a representative from WASC visited SDSU and was very impressed with the University's progress in using WASC.

2. **120-Unit Rule Exemption:**

Dean Mehrabadi updated the Committee that CSU has been in constant contact with Dean Geoff Chase for the approval of the Engineering 120-unit rule exemption. Dr. Moon commented that Dr. Karen May-Newman, Chair of College Curriculum Committee has been working with the Departments on the paperwork for double counting courses and will be submitting to the University Curriculum Committee soon. Drs. Nosseir, Moon and Supernak all agreed that they should contact Dr. May-Newman to review the paperwork for consistency across their departments, prior to the paperwork being submitted to the University Committee. Dean Mehrabadi informed the Chairs that the University Curriculum Committee will be meeting in early February, and for Chairs to work with the CoE Curriculum Committee to ensure the paperwork is submitted for the February University Curriculum Committee meeting.

3. **New EIS Building:**

Dean Mehrabadi reminded the Committee of the EIS Building Town Hall Meeting taking place on Friday, 1/23/2015, from 2pm-4:30pm, in AL-201. He further stressed the importance of CoE Faculty & Staff attending the meeting. Dr. Steve Welter will be speaking about the significant areas for the CoE that will be housed in the new EIS building. Dean Mehrabadi asked the Chairs to ensure that CoE faculty from the following areas be in attendance to ask questions and/or make comments: Energy, Bioengineering, Wireless and Materials. On 1/6/2015 Clark Construction was chosen as the build/construct company and they were on campus on 1/20/2015 to meet with various CoE teaching faculty. The CoE students have been inquiring with Theresa Garcia when the building move will be occurring and Dean Mehrabadi informed Theresa that the move will take place towards the end of the Spring semester.

4. **Assigned Time Policy for the College:**

The CoE is the only College at SDSU that does not have an Assigned Time Policy. Dean Mehrabadi informed the Committee that during the Academic Deans Council (ADC) Meeting,

Assigned Time Policies were discussed, as the President, Provost and AVP for Academic Affairs want the Colleges to establish their policies. They argued that the savings for the University will be in the millions of dollars considering that for every 3 units of assigned time given to a faculty to relieve them from teaching a course, a lecturer is hired and paid in average, \$5K to teach that course. Dean Mehrabadi has been asked to provide an Assigned Time Policy for review by the Academic Affairs. The Dean created a draft based on the departmental policies and those of other Colleges (mainly Sciences). Dean Mehrabadi has charged the Chairs with providing their Faculty with the Assigned Time Policy draft for review. The Executive Committee will do a final review for approval by the proper CoE Committees for making it a part of the CoE Constitution and Bylaws.

5. **2015-16 Budget, One-Time Needs, Grader Fund:**

- A) **Budget** - In following with Academic Affairs (AA) new budget structure, AA is asking for the projected CoE 2015-16 Budget which starts 7/1/2015. Any expense not included in the projected budget will not be approved.
- B) **One-Time Needs** - Dean Mehrabadi reviewed the one-time need budgets that the Chairs provided and asked that they revise their budgets if they had placed any equipment needs on the list.
- C) **Grader Funds** – AA reviewed and created a spreadsheet for the CoE courses taught in Fall 2014 which listed the courses and number of faculty, students and the number of hours that graders are working for each course and AA wants this done by the Colleges every semester. CoE grader budgets are exorbitant and AA wants the CoE to create and submit a policy to AA with stricter rules regarding the number of grader hours given to faculty. Dean Mehrabadi has charged the Chairs with providing him with a draft policy for each of their Departments to be discussed and reviewed at the next Executive Committee Meeting for approval and submission to AA.

6. **Summer & Fall 2014 Open U Allocations:**

The Open U funds the Departments receive were substantial due to an increase in the number of international exchange students. This increase in the number of students has created an additional load on the Dean's Office Staff who assist with the Open U courses, students and scheduling issues. Dean Mehrabadi proposed that 10% of the funds be allocated to defray the cost of hiring support staff in the Dean's Office. The proposal was put to a vote. All the Chairs voted unanimously in the affirmative and the proposal passed. The Dean reminded the Chairs that for the Spring 2015 semester, the Open U funds will be even more as 400 additional students will be joining the CoE. These students have excellent credentials and are receiving scholarships from their home universities. The Committee voiced concerns as to how the Open U students affect SDSU enrolled students being able to get a seat in courses. Dean Mehrabadi asked that the Chairs consider opening a new section in case the class becomes too large. Otherwise, they should contact the Dean's Office (Arlene Gibson) to request a larger classroom. The College of Extended Studies gives each College the number of students that they are expecting along with their wish list.

7. **Development:**

The CoE has a new Senior Director of Development: Dan Montoya, who was an internal Development candidate and surpassed his fundraising goals in 2013-2014. The Dean is continuing to work with Development on the goals that he set forth when applying for the Dean position and that is to bring in money for projects, research and graduate program support.

8. **Associate Dean Interviews:**

Four Associate Dean candidates will be interviewing at SDSU (schedule is below) and Marcie Morihoro has e-mailed the interview itineraries and CVs for the candidates to the CoE Faculty

& Staff. The Dean stressed the importance of everyone attending the administrative/research faculty/staff meetings, as well as departmental specific lunches and meetings.

2/2-2/3 – Dr. Nur Yazdani  
2/5-2/6 – Dr. Alex Domijan  
2/9-2/10 – Dr. Shirshak Dhali  
2/12-2/13 – Dr. Ben Stuart

9. **Periodic Evaluations of Tenured/Probationary Faculty & Lecturers:**

Marcie Morihiro will be meeting with Department Coordinators to review the list of tenured/probationary faculty and lecturers that are due for evaluations for the 2014-15AY. Department Chairs should work with their Department Coordinators and the Department Personnel Committee Chairs to ensure drafts of evaluation letters are submitted by the following dates:

3/13/15 – Drafts of all letters due to Marcie  
3/20/15 – Final letters due to candidates

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

The Spring 2015 Advisory Board, Engineering Design Day & Senior Banquet Dates are tentatively as follows. The Senior Banquet is most likely going to be moved to the evening of 5/8/2015, as both students and faculty pointed out that students will be busy preparing for the 5/8 Design Day and will not be able to attend the Banquet. Theresa Garcia is awaiting confirmation from Lea Ricci, student representative from the CoE Student Council [1/29/15 Update – Lea Ricci was able to reserve Montezuma Hall for the evening of 5/8/2015 and the Senior Banquet will now be held on 5/8/2015. Dates below are confirmed, however, the times are subject to change, depending on the set-up/breakdown in between Design Day & Banquet].

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  
5/8/2015 – 5:30pm-8:00pm - Senior Banquet – Montezuma Hall

11. **1/21/2015 ADC, SDSU-Georgia & DRC Updates:**

**A) SDSU-Georgia Program:**

- 1) Accreditation – Accreditation of the SDSU-Georgia program has been approved by the Georgian Legislature and was signed by the President of Georgia. A decree remains to be written and added to the accreditation documents.
- 2) Recruitment – A two-minute video of the SDSU-Georgia Program has been made, a viewbook is in progress and work is being done on the website which will all be used by Dr. Halil Guven to recruit students for the program.
- 3) Courses – The English Academy will start classes in Feb 2015 and Computer, Electrical and Chemistry courses will begin in Fall 2015.
- 4) Funding – There continues to be issues on how to buy and reimburse items for the SDSU-Georgia Program as State funds can not be used.
- 5) Graduate Program – The Provost and Dr. Guven went to Washington DC to attend a meeting by a private donor who is interested in founding a new University with a strong emphasis in graduate studies. The University has decided not to participate at this time until the undergraduate programs in the SDSU-Georgia are financially stable.
- 6) Advisory Board Meeting – A second Advisory Board meeting is to be held in Georgia in March/April 2015.

**B) DDC:**

1. Regional Plan Update – Amy Harmon gave an update of development activities in various regions in the United States.
2. Advance Update – Kevin Decker has been working on updating the data in the Advance system that Development uses to track Alumni and donors. To date, he has updated more than 137,000 records. He is working on a list of prospects for Engineering.

**C) ADC:**

1. Off-campus Rental Fees: Some PIs in the University have been paying \$800K/year to the Foundation for off-campus rental for their projects and they are asking why the cost can be so high as compared to on-campus rentals. It was explained that on-campus space is CSU owned and is meant mostly for teaching, but the off-campus space is owned by the SDSURF so it can be rented to businesses and PIs at market rates.
2. Faculty Hires: The Deans updated the ADC on the faculty searches underway. Of interest were the number of applicants and their overall quality. [As of 1/21/2015, the Chairs updated the Committee with the following number of applicants for their Department positions: AE Chair (4-5); CCEE Transportation (40); ECE Chair (19); ME Chair (19), ME Design (67) and ME Bioeng (59)].
3. Budget for Faculty Promotion & Raises: When a faculty is promoted they automatically receive a 7.5% raise with 5.2% being paid by CSU and 2.3% by Academic Affairs. Any College that gives more than 7.5% raise to a faculty will be responsible for paying the additional percentage from their College budgets.
4. Student Success Initiative: The President will be giving a speech regarding the status of the Student Success Initiative and would like each College to submit (3) bullet points that the President can use. Theresa Garcia will be providing the information to the Dean.

**12. Roundtable:**

- 1) Dr. Supernak – Announced the employment of a new CCEE ASA II Coordinator, Nicole Brokaw.
- 2) Dr. Nosseir – AE Advisory Board taking place 2/16/2015 from 10am-1pm and would like the Dean to make opening comments.
- 3) Dr. Tummala – Attended CurricUNET training on 1/20/2015 from 9-11am and felt that it was very informative and that if possible, Stephanie Samuels, should attend one of the CoE Faculty Meetings to give a brief overview of CurricUNET. The Dean asked that the Department Chairs attend future training offerings for CurricUNET to be able to inform their faculty.
- 4) Dr. Moon – Dr. Moon was concerned that graduating students may not be aware of the process for applying for graduation and that the deadline is 2/3/2015. Theresa Garcia commented that students are sent an e-mail with the information, in addition, flyers are distributed to Department offices across campus. Theresa will be posting graduation information and the link to apply on the CoE Homeroom on Blackboard.
- 5) Theresa Garcia – a) The 2014-15 2.5 GPA impaction criteria was not added to the catalog, nor as an addendum or any mention online. Theresa will be following up with Sandra Cook. b) EXPLORE SDSU - will be held on Saturday, 3/14/2015 and Theresa reminded Chairs that all Departments should hold sessions and an open house. Theresa encouraged faculty to participate.

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

Submitted by Marcie Morihiro, January 26, 2015.