

Executive Committee Meeting
Minutes
Wednesday, February 4, 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 2:05pm.

1. **Safety Equipment for Engineering Labs:**

Dean Mehrabadi forwarded an e-mail to the Chairs from Greg Morris regarding the eye wash stations and other items being expired, in addition to safety signs that were removed during renovations and never reinstalled in the Engineering Labs. The safety equipment should always be current in the Engineering Labs, and not just for ABET visits. The Dean asked that the Chairs walk with their technicians through the labs to make sure everything is current by the end of Spring 2015 semester.

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

- 1) ABET – Dr. Westermo needs list of equipment for each Department and the total investment amount including lottery funds (an itemized amount is not necessary for equipment). Dean Mehrabadi reminded Chairs that drafts of Self-Study Reports are due by March, 15, 2015.
- 2) WASC – Weave information for 2013-14 has to be completed by May 2015, but it should be done earlier as this information is needed for ABET Self-Study Reports.

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

Dr. May-Newman sent an e-mail and the College Curriculum Committee have a unified format for the 120-Unit Rule Exemption forms for the College.

4. **CoE Peer Advising Center:**

Theresa Garcia has met with CBA Advising Center, as well as the College Department Coordinators to find out how advising operates in each Department to work on a CoE Peer Advising Center. Theresa shared an outline of her idea for a CoE Peer Advising Center and will be applying for funding through the Presidential Leadership Fund process.

5. **Explore SDSU Day:**

Theresa Garcia provided Committee with draft of Explore SDSU schedule and needs 2-4 demos from each Department Chair for Explore.

6. **Scholarships:**

Office of Financial Aid and Scholarships gave Theresa Garcia a list of scholarships and Theresa is trying to determine who is the Department lead on each scholarship. Theresa will send the report to each Chair to see if the scholarships fall under their specific department.

7. **New Building:**

The Dean updated the Committee on the \$90M in funds needed for the new EIS building: \$30M coming from College of Extended Studies; \$30M from fundraising; and Tom McCarron is working with the Chancellor's Office on a dollar-to-dollar fundraising match for a total of \$30M. Another Town Hall Meeting is being scheduled for April and every two months thereafter.

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

The College of Engineering is under close scrutiny by President, Provost and Academic Affairs as our College is the only one without an Assigned Time Policy. All Department Chairs shared the draft of the Assigned Time Policy with their faculty and there has been minimal feedback and some positive reviews. The Dean will have a final draft by 2/18/2015 Executive Committee meeting for review and he would like to forward on to the College Constitution & Bylaws Committee for faculty to vote.

9. **2015-16 Budget:**

The Dean and Jacqueline Lane are to meet with Academic Affairs to discuss the 2015-16 budget:

1) There are 7 faculty lines open: (3) Faculty (CCEE Transportation; Bioengineering; and ME Design); (4) Administrative (3 Department Chairs and Associate Dean). In addition there are the following lecturer positions: (1) Replacement for Dr. Ken Walsh, while serving as Dean of SDSU-Georgia Program; (2) lecturers in ME.

2) The following (2) staff positions are also being asked for: (1) AE Technician for Windtunnel; (1) ME - ASC I Coordinator; and (1) Web/Graphic Design/Media

3) Need to replace faculty who are leaving with lecturer replacements:

AE – Dr. Nagy Nosseir (FERP)

ECE - Dr. Jay Harris (FERP ending), Dr. Gordon Lee (retiring); Dr. Len Marino (FERP ending)

4) Summer Budget: \$173,812 is faculty total salary for Summer 2014. Academic Affairs shows a deficit, but doesn't show student tuition that they pay during the summer, so this should be a wash. If a Summer class isn't full, Dean and Chairs should confer on cancelling the course. If it's a small course and a part-time lecturer is available to teach it, the Dean will leave it to the Chair to decide to cancel. The Chairs should be monitoring and looking at the price of summer classes.

10. **Associate Dean Interviews**

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

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

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

3/20/15 – Final letters due to candidates

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

Spring 2015 Advisory Board, Engineering Design Day & Senior Banquet Dates

Dates are confirmed, times for Advisory Board & Design Day may start earlier.

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

5/8/2015 – 1:00pm-3:00pm – Design Day – Montezuma Hall

5/8/2015 – 6:00pm-8:00pm – Montezuma Hall

13. **2/4/2015 ADC Update:**

1) SDSU-Georgia Program – Prime Minister signed accreditation policy and it is now in catalog. The Minister of Education likes SDSU and is taking Dr. Ken Walsh on visits to other cities and the program is getting a lot of publicity. Dr. Halil Guven is meeting with principals and school counselors and continuing to recruit international students.

14. **Roundtable:**

- 1) Dr. Moon – Michael Lester needs support as Greg Morris is mainly helping Dr. Robert Dowell with his NASCO project.
- 2) Dr. Tummala – Inquired about the final equation for hiring graders.

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 4:00pm.

Submitted by Marcie Morihiro, March 2, 2015.