

Executive Committee Meeting Minutes

Wednesday, February 18, 2015
2:00pm, Dean's Conference Room, E-203

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

Absent: Dr. Bruce Westermo (Attending PLTW State Conference)

Dean Mehrabadi called the meeting to order at 2:07 pm.

1. **New EIS Building:**

Dean Mehrabadi showed updated renderings from cross sections of new EIS building.

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

Dean Mehrabadi reminded Department Chairs that first draft of ABET Self-Study Reports are due to the Dean on Monday, 3/16/2015 and asked how the reports were coming along. All Chairs commented that they are working on the reports. The Dean also sent the 2009 ABET Report to the Department Chairs.

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

Dean Mehrabadi updated the Committee that hard copies of all 120-Unit Rule Exemption proposals were submitted to College Curriculum Committee and will be presented to the University Curriculum Committee on Thursday, February 19, 2015. Dean Mehrabadi and Dr. Satish Sharma spoke in-depth about the proposals that are being submitted on Thursday.

4. **CurricUNET:**

Dean Mehrabadi was informed by Arlene Gibson that all curriculum proposals have to be entered and processed through CurricUNET: <http://www.curricunet.com/SDSU/>. There is a training video link in the Curriculum Guide website. If you are going into CurricUNET for the first time, contact Arlene Gibson for username. After that, contact curriculum@mail.sdsu.edu for any username, password or other issues.

5. **Explore SDSU Day:**

Theresa Garcia updated the Committee that as of 2/18/2015, Dr. Karen May-Newman, from Mechanical Engineering is the only demo that is confirmed. Theresa needs more demos, especially ones that are hands-on and can engage the students and parents. The Department Chairs mentioned the following demos as a possibility and Theresa asked that Department Chairs confirm demos to her by end of day, Wednesday 2/25/2015:

- A) AE – Dr. Nosseir will check with Dr. Westermo to see if AE could possibly borrow his tunnel model. Dr. Guus Jacobs might be able to do a simulation. As well, it was brought up to possibly have the AE rocket in front of the EL building to draw attention.
- B) CCEE – Dr. Supernak suggested that Dr. Robert Dowell may be able to do shake table, Dr. Julio Valdes soil properties and Dr. Tesema Garoma bio-fuel and algae.
- C) ECE – Dr. Tummala suggested Dr. Satish Sharma, antennae wireless communications and various ECE senior projects could show a demo.
- D) ME – Dr. Moon will demo a walking robot and smart keyboard. As well, Tom Johnston will be presenting something in the E-221 computer lab. The demo should be something very short and exciting that students and parents can watch for about 5 minutes and then move on to the next demo.

Dean Mehrabadi reminded the Committee that he needs 'bragging points' to use for his welcome speech for the Explore SDSU opening ceremony.

6. **Department Chair Searches Underway:**

Dean Mehrabadi would like the Department Chair candidates to meet with the following persons: 1) Dean Mehrabadi; 2) Theresa Garcia; 3) College of Engineering Staff; 4) Kathy Lamaster – AVP Academic Affairs; 5) Dr. Steve Welter, VP for Research & Dean of Graduate Affairs OR Joanna Brooks, Associate Dean, Graduate & Research Affairs; 6) Dr. John Crockett, Director, Research Project Development (SDSURF). In addition, the candidates will need to give a combined Research & Administrative seminar. Marcie Morihiro will be sending out a final list of interviewees, including a sample of previous Department Chair interview itinerary for Department Chairs & Coordinators to refer to when setting up interviews for their respective Department Chair candidates.

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

Dean Mehrabadi has two lines that he is currently editing and will e-mail to the Department Chairs for comment. The Dean would like to give the Assigned Time Policy to the College Constitution & Bylaws Committee prior to the next Executive Committee Meeting which is Wednesday, March 4, 2015. The Assigned Time Policy will be effective for the Fall 2015 semester.

8. **Associate Dean Interviews:**

The Dean is receiving feedback from the Associate Dean surveys and has received feedback from all external interviewees and is currently reviewing and analyzing the surveys. The Dean announced that if the feedback from Academic Affairs is negative, the candidate will not be hired as they will need to be able to work with Academic Affairs. All salaries of the Associate Dean candidates were more than what the CoE is offering.

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

Marcie Morihiro has met with each Department Coordinator or Chair 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:**

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

Dates are confirmed, times for Advisory Board & Design Day may start earlier [Update 2/24/15: All dates and times below are confirmed and no further changes will be made.]

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 [Update 2/24/15: Doors open at 6pm; program begins at 6:30pm.]

Dr. Supernak announced that CCEE may not be participating in the Engineering Design Day as the CCEE Department will be participating at a CalTrans event. Dr. Supernak is to confirm CCEE participation as soon as possible.

11. **2015-16 Budget, Carry Forward:**

Jacqueline Lane was present to update the Committee on the following items:

- A) **2014-15 Roll Forward Funds:** Academic Affairs would like the CoE to project the roll forward funds from 2014-15, including the total amount and how the CoE plans to spend the funds.
- B) **Open University (Open U) Funds:** The Open U funds that are given to each Department are decided by Open University and *not* the Dean's Office. Open U bases the fund allocations on number of students, course units and whether it is an undergraduate or graduate course. Census has not yet closed but Jacqueline stated that we may be receiving an additional \$90K for Spring 2015 for the CoE.
- C) **Critical Needs Funds:** Jacqueline distributed a report to each of the Department Chairs with the amount of Critical Needs Funds that are still left unspent by the Departments. She reminded the Chairs that these funds need to be spent, as they do not roll forward. Chairs and Faculty need to be aware of the following important deadlines:

May 1st, 2015 – Final day for submitting purchase requisitions and purchasing.

June 1st, 2015 – Final day for submitting travel reimbursement claims for the 2014-15FY (7/1/2014-6/30/2015).

June 10th, 2015 – Final day for submitting T-2 forms for any travel that will be taking place in June 2015 (6/1-6/30/2015).

12. **2/18/2015 ADC Update:**

- 1) **Request for Tenure-Track Search 2015-16** – The Dean distributed a copy of the Request for Tenure-Track Search 2015-16 form and asked the Chairs to speak with their Faculty as this is very important for faculty searches in 2015-16. In particular, 7a-7d on the form, which have to do with research, as the Provost and Academic Affairs are paying special attention to this portion.
- 2) **New Faculty for Areas of Excellence in Research & Creative Endeavors** – This will be coming out next week and Chairs should encourage their Faculty to form groups.

13. **Roundtable:**

- 1) Dr. Supernak – Announced that Construction Engineering had two projects that won or placed in Top 20 of competitions and one project mentioned online at SDSU Newscenter.
- 2) Dr. Tummala – (6) Georgian faculty will be coming to SDSU for six weeks for teacher training.
- 3) Theresa Garcia – Engineering had 63 student with 150+ units who had not graduated. Theresa provided an update that 41 of these students have now applied for graduation with (39) for Spring 2015 and (2) in Summer 2015.

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 3:57pm.

Submitted by Marcie Morihoro, February 24, 2015.