

**Executive Committee Meeting  
Minutes**  
Wednesday, March 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 2:02 pm.

1. **Approval of 2/4 & 2/18/15 Executive Committee Meeting Minutes:**

Executive Committee unanimously approved 2/4 & 2/18/15 minutes.

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

1) ABET - Dean Mehrabadi reminded Committee that deadline for first draft of ABET Self-study Reports is Monday, March 16<sup>th</sup>, 2015. The Dept. Chairs provided the following updates on their reports:

AE – Dr. Nosseir stated that Dr. Allen Plotkin is working on the report and will circulate to AE Faculty for approval.

CCEE – Dr. Supernak stated that everything is coming along with the reports for Civil, Environmental, and for Construction Engineering.

ECE – Dr. Tummala is working on the main text and almost finished.

ME – Dr. Moon is working on the ME report.

2) WASC & WEAVE – Dr. Westermo reminded Chairs to review and input WEAVE information and that information is still missing from all Departments for 2013-14. WASC will be at SDSU on Friday, 3/6 and they are asking for a sample from each Department. ECE's WEAVE online website was mentioned as exemplary.

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

The chair of the College Curriculum Committee, Dr. Karen May-Newman, had informed Departments that they need to upload their proposals to 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](mailto:curriculum@mail.sdsu.edu) for any username, password or other issues. The Dean charged the Chairs with uploading the 120-unit proposals to CurricUNET by 12:00pm, Friday, March 6<sup>th</sup>, 2015.

4. **Statewide Lower Division Articulation Agreement & Engineering Liaison Council Meetings:**

Theresa Garcia informed the Committee that she will be attending and representing SDSU at the Statewide Lower Division Articulation Agreement & Engineering Liaison Council Meetings taking place on April 1-3, 2015.

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

Dean Mehrabadi distributed 3/4/2015, version 2, of the CoE Assigned Time Policy to the Executive Committee. The Committee agreed on the following edits:

1) Section 1.4 was updated to only include C, D & E, instead of A-E.

2) Use faculty member in place of he/she.

- 3) Section 2.2 changed from 105 to 120 students because Academic Affairs didn't approve of 105 students.
- 4) Section 2.1 'significant teaching' changed to 'significant pedagogical'

With the following edits above, the Executive Committee members unanimously voted to approve the CoE Assigned Time Policy to be forwarded to the Academic Planning & Policy Committee for review. [3/6/15 Update: The Dean forwarded the CoE Assigned Time Policy to the Committee and has given a deadline of Friday, March 13<sup>th</sup>, 2015 for the Committee to discuss and email comments and recommendations. The CoE Assigned Time Policy will then be presented to the Faculty at the CoE Faculty Meeting on Tuesday, March 17<sup>th</sup>, 2015.]

6. **Department Chair Searches Underway:**

The Search Committees are either in the phone interview stage, or they are in the process of inviting the candidates for on-campus interviews. The AE, ECE & ME Department Coordinators/student assistants have received training from Marcie Morihoro on the process for bringing Department Chair candidates to SDSU for interviews and all Departments are working on confirming dates for candidates.

7. **Associate Dean Position Update:**

The Dean discussed the results of the analysis of survey data of all (4) Associate Dean candidates. After deliberations, considering the average scores and comments about each candidate made by Faculty, Staff, and Academic Affairs, it became clear that none of the candidates were a good fit for the College. A new search is going to be conducted with an updated and specific job description.

8. **EIS Complex:**

The Dean reported that financing and planning is continuing to go well with the EIS Complex and the AC Martin Architects, and Clark Construction have met with Faculty in the topic areas.

9. **2015-16 Budget:**

The Dean and Jacqueline Lane are meeting with the Provost and Kathy LaMaster to further discuss the CoE 2015-16 Budget.

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

Marcie Morihoro 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

11. **Explore SDSU Day:**

Theresa Garcia provided the Committee with an updated Explore SDSU itinerary. Drs. Moon, Nosseir and Tummala have submitted updates for the demos their Departments will showcase. Dr. Supernak is awaiting confirmation from Dr. Julio Valdes for a possible demo. Dean Mehrabadi reminded the Committee that he needs 'bragging points' to use for his welcome speech for the Explore SDSU opening ceremony.

12. **Spring 2015 Engineering Design Day**

The current preliminary budget for Design Day is \$16,255 and Dean's Office is working on ways to reduce this cost. We may have to only provide electrical to projects that absolutely

need it (\$80/table for electrical). The printing of posters will be the same process as last year with students providing their Department Coordinator with the poster to print. Marcie Morihiro reminded the Committee of the following deadlines for Design Day:

1. 3/6/15 – Projected number of projects participation [3/6/15 Update – Chairs and Capstone professors provided the following number of projects]:
  - AE – (6)
  - CCEE – (18)
  - ECE – (12)
  - ME – (25- 490B projects only)
2. 3/27/15 – Registration Form Due for inclusion in Design Day Booklet

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

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 (Doors open: 6:00pm; Program: 6:30pm)

14. **3/4/2015 ADC Update:**

- 1) Request for Tenure-Track Search 2015-16 – The deadline is Friday, March 27, 2015, to submit requests to the Dean's Office. Dean Mehrabadi asked that Chairs include faculty lines that they are losing due to retirements and that need to be replaced and might not be in the signature area that's being replaced. At the same time that the requests are being completed, the Chairs should put in place their Department search committee and have those names listed on the form. In April, the Provost will meet with the Dean and announcement will be made during the first two weeks of May.

15. **Roundtable:**

No topics were brought up for discussion, all Chairs had to attend a Council of the Chairs meeting at 3:30pm.

Having gone through all the items on the agenda, Dr. Nosseir moved, Theresa Garcia seconded and the Committee unanimously agreed to adjourn the meeting at 3:25pm.

Submitted by Marcie Morihiro, March 10, 2015.