

Executive Committee Meeting
Minutes
Wednesday, April 15, 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 2:03 pm.

1. **Assigned Time Policy for CoE:**

Dean Mehrabadi summarized the latest stages in the development of the CoE Assigned Time Policy (ATP). (a) CoE Academic Policy & Planning (APP) Committee (members: Drs. Asfaw Beyene, Mahdu Gupta & Joe Katz) met, reviewed and made numerous suggestions to improve the ATP. (b) Dean Mehrabadi distributed the updated ATP to the Executive Committee and the Committee reviewed the suggested changes and incorporated the changes with minor edits. (c) The Dean sent back the updated version to the APP Committee for final review and distribution to the CoE Faculty. (d) The new ATP document was presented to the faculty in the CoE Faculty Meeting of Tuesday, April 14th, 2015. (e) Some faculty asked for more time to study the ATP further before they vote on the policy. To this end, Dean Mehrabadi asked the Chairs to call a Department faculty meeting to discuss the ATP with their faculty and receive their comments and feedback. Chairs were asked to send the ATP to all faculty by Thursday, April 16, 2015, to give faculty time to review the ATP prior to Department meetings. Chairs are to e-mail faculty comments to Dr. Yusuf Ozturk who will incorporate the changes and present an updated draft to the Dean at a later date.

2. **Justification for Tenure-Track Faculty Line Request:**

The Provost needs a prioritized list of the Department's Tenure-Track Faculty Line Requests. The Dean received 16 requests from the Departments. The Chairs should send a few sentences on top priorities for their positions by Thursday, April 16, 2015 at 1:00pm in case more positions are approved in the future.

3. **Department Outstanding Graduates/Selection of College Valedictorian:**

Theresa Garcia reminded the Chairs that the Valedictorian name is due by Friday, April 17, 2015 and faculty still need to vote. Drs. Moon and Nosseir are to provide Donovan Geiger with a biography of their Outstanding Student nominees.

4. **Summary of CA Articulation Meeting and CSU STEM Summit:**

CA Articulation Meeting:

Theresa Garcia attended the CA Articulation Meeting & CSU STEM Summit and there were engineering faculty attendees from CSU, UC, Community and private colleges. Issues discussed were a model curriculum generated from Community colleges and a 60+60 design. Theresa volunteered to have Mechanical Engineering Department used as a sample.

CSU STEM Summit: In addition to Theresa, Dr. Bruce Westermo and Drs. Atkins and Martin from the Sciences Department attended. CSU is trying to take advantage of HSI Programs and focus on national STEM. There are 400 programs and \$1.3B in grants to fund STEM. Dr. Westermo stated that the CoE should start thinking about what the future plans are for STEM so if funds come to the general curriculum fund, Engineering will be able to submit proposals. In addition, the VP of Student Affairs, Dr. Eric Rivera, is funding a pilot STEM Program with the Colleges of Engineering & Sciences.

5. **Leadership Minor:**
Theresa Garcia provided an update on the Dean's Advisory Board Student Success Committee. There is already a Leadership minor in place but Engineering needs a curriculum outline with courses in Education, Business, and Engineering. To get a minor in a field, the University requires at least 15 units beyond the number of units required for the B.S. degree.

6. **Class Schedule for Fall 2015:**
The Dean brought to the Chairs attention that any changes to the Schedule of Classes should come from the Chairs, or Program Coordinators. These are the only persons who should be directly contacting Arlene Gibson. Arlene and the Chairs can work directly with Colette Gannaway to make changes to the Fall 2015 schedule. Faculty should be contacting Chairs to request changes to the schedule. Using historical data, Chairs should be making projections on classroom sizes to reduce the amount of last minute requests for large classrooms.

7. **ABET Self-Study Report:**
The Chairs will be reviewing ABET Self-Study Reports as follows: AE & Construction – Dr. Kee Moon; Civil and Environmental – Dr. Lal Tummala; Electrical & Computer Engineering – per Dr. Tummala, Electrical report is not completed, but will be done by end of the week. Dr. Janusz Supernak will review ECE; ME – per Dr. Moon, ME report is not complete, and will be done by end of week. Dr. Allen Plotkin will review ME report. Dr. Bruce Westermo will be providing the institutional data.

8. **EIS Complex, Town Hall Meeting:**
Town Hall Meeting - Friday, April 24, 2015, from 2pm-4pm, AL 201
EIS Complex – A total of 12 PI spaces will be available in new EIS between Engineering and Sciences. Faculty are being ranked by research output (funding and publication) in 2010-14.

9. **College & Department Website Contents:**
The CoE will utilize the University Marketing & Communications Department for training student assistants to work on the new CoE website. Chris Paolini has (2) students who will be sent to training. The CoE main pages will be created first and Marcie Morihiro will be working with Faculty, Staff and Students to gather and create content for the website.

10. **Student Assistants – Hiring (I-9 should be completed before working):**
The Dean reminded the Chairs that for any student assistants, GA's, TA's, etc, that an I-9 must be completed in HR prior to the students starting. The University could be fined millions of dollars if the I-9s are not filed before start of employment.

11. **Senior Banquet:**
Theresa Garcia announced that students are voting on line for (1) outstanding faculty from each Department; Departments should have (2) students ((1) for academic achievement based on GPA & (1) for GPA and service); Ticket prices are \$20 for Faculty and \$10 for graduation students.

12. **Commencement**
5/14/2015 – 2:30pm – Rehearsal for Chairs and Platform Party
5/16/2015 – 5:30pm (Faculty to arrive at 4:30pm) – Viejas Arena – Bring ID's

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 – 5:30pm-8:00pm – Montezuma Hall

14. **4/15/2015 SDSU-Georgia, DRC & ADC Updates:**

1) SDSU-Georgia

- A) Dr. Halil Guven continues to work on international recruiting
- B) Dr. Ken Walsh showed pictures of the construction renovation
- C) Chemistry facilities need to be ready by August 24, 2015
- D) STEM Institution will be open on 9/1-9/11/15 from 8:00am – 5:00pm and will offer intensive workshops for incoming freshman.
- E) Summer cohorts will no longer be available for Georgian faculty. Instead, two cohorts per semester will be visiting SDSU.
- F) Research Opportunity: There are multi-million dollar awards available through the European Commission. SDSU Faculty could team up with Georgian Faculty to submit joint proposals.

2) DDC (Dean's Development Council)

Kevin Decker and Tammy Blackburn in Development are working on updating Advance contacts: 150,000 e-mails and 300,000 addresses. Kevin and Tammy will need the College's assistance with updating the information; In the Sempra Utilities event this year, there were many Business alumni. For next year, we need to have more Engineering alumni in attendance.

3) ADC (Academic Dean's Council)

- A) This year we have 62 Engineering students with 150+ units. (40) have applied for graduation; We need to identify the remaining students. The Office of Enrollment Management would like to assign them advisors.
- B) H1-B Visas – Different groups on campus are giving these visas: ALI, Faculty Affairs and Foundation. Foundation and SDSU employees need **separate** H1-B visas with separate ATF's for SDSU and Foundation.
- C) Faculty Searches – If we do not have quality candidates we should not compromise, the positions will roll to 2015-16.
- D) Target of Opportunity Candidates – There is a mechanism to bring distinguished senior candidates to SDSU.
- E) Academic Affairs has \$50K in funding for visiting lecturers.

15. **Roundtable:**

Dr. Nosseir – AE lab completed, needs new furniture

Dr. Supernak – \$230K raised at CEM Gala; at the Pacific Southwest Conference – Transportation project, Surveying and Concrete Bowling took 1st place at conference and the Concrete Canoe, Women's Team, took 2nd place.

Theresa Garcia – Student Success Fee - \$130K awarded to Engineering projects; the Aztec Racing Club was highlighted on the SDSU Newscenter website.

Having gone through all the items on the agenda, Dr. Nosseir moved, Dr. Supernak seconded and the Committee unanimously agreed to adjourn the meeting at 4:36pm.

Submitted by Marcie Morihiro, May 19, 2015.