

**Executive Committee Meeting
Minutes**

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

Present: Dean M. Mehrabadi, Drs. J. Abraham, C. Mi, A. Plotkin, J. Supernak; Theresa Garcia and Marcie Morihiro

Guest: Dr. R.L. Tummala (ABET)

ACTION ITEMS:

- 1) **Fri 9/18/15** – Faculty applications for Sabbatical and Difference-In-Pay Leaves are due to Department Chairs
- 2) **Wed 10/7/15** – Sabbatical and Difference-In-Pay Leave applications ranked by Departmental RTP Committees due to Marcie Morihiro.
- 3) **Fri 9/25/15** – 1) ABET Preparation checklist items are to be completed.
2) Final names of Department Advisory Board Members that will be present during ABET visit are due to the Dean and Marcie Morihiro.
- 4) Chairs to send a reminder e-mail to their Faculty that the Spring 2016 Engineering Design Day is taking place on Wednesday, May 4, 2016, which is the day before the last day of classes. Faculty need advance warning to make accommodations for testing/class assignments for students participating.

Dean Mehrabadi called the meeting to order at 2:02pm.

1. **ABET (Visit taking place 10/11-10/13/2015):**

- 1) **ABET Program Objectives:** In response to our ABET Teamleader's remark about our Program Educational Objectives (PEOs), the Dean had asked the Chairs to revise them to be consistent with the new definitions published by ABET. Dr. Tummala had spoken with the Dean of Engineering at CSU Fullerton who is the ABET Commissioner, regarding this issue. And, he has confirmed that our ABET Team Leader is correct and our PEOs need to be revised. Accordingly, Dr. Tummala has contacted the ECE Board and has started revising the ECE PEOs. Dr. Supernak has done the same for all (3) of his programs and he has been in communication with the ABET Evaluators. The Dean asked that Dr. Supernak and Dr. Tummala work with other Chairs to revise the PEOs for our remaining programs. The Dean asked that Chairs have faculty review and give input on the revised PEOs and then communicate first drafts of their PEOs to their respective Department Advisory Boards (a subset of constituents would be fine). Chairs should then rewrite the Criterion 2 section of their Self Study Report and submit it to ABET. They should also update their websites including the revised PEOs.
- 2) **ABET Preparation:** As a reminder Marcie Morihiro gave a printout of the ABET Preparation – Department Checklist that was e-mailed on 8/12/15, to each of the Department Chairs. By Friday, September 25, 2015, Chairs need to confirm the member of their Department Board of Advisors that will be present during the ABET Team Visit. As of 9/2/15, Chairs gave the following member names: AE – Chris Root; CivE – Steve Doyle; ConE – in progress; EnvE – in progress; ECE – Alan Dulgeroff and Ken Arnold; ME – Scott Schaffer.

2. **2015-16 Tenure-Track Faculty Searches:**

In addition to the Chairs giving an update on their Department faculty searches, the Dean informed the Chairs that in the Academic Dean's Council (ADC) Meeting, Academic Affairs

announced that no offers will be given if there is no office or lab space available and designated for the new faculty member. The Dean is working with Dr. Steve Welter and Dean Stanley Maloy to form a committee to look for space off campus. As well, the Dean asked that the Chairs come up with creative ideas for the space within their Departments.

- 1) **AE:**
Department Chair Position: The Dean will meet with Dr. Plotkin to discuss AE Department Chair Committee [Update 9/11/15 – AE Dept Chair Committee formed: Drs. John Abraham (Chair), Luciano Demasi, and Xiaofeng Liu].
Technician: Dr. Plotkin and Sem Tran are working on paperwork and using past technician job description to finalize job description. Committee members are: Drs. Joe Katz, Xiaofeng Liu, Allen Plotkin, and; and staff member, Greg Morris. Dr. Plotkin will be scheduling Committee meeting.
 - 2) **CCEE:** Dr. Supernak provided an update that more than 20 applications have been received for Environmental Engineering 10 days ago, so there are probably more applications received since then.
 - 3) **ECE:** Dr. Mi provided an update that all ECE positions are approved and he will be combining all (4) in IEEE on a long ad for a cost of \$5,800 and posting to Academic Keys.
 - 4) **ME:** Dr. Abraham provided an update that the search committee for Mobile Energy met and a job description has been circulated to faculty and approval given from Sandra Bullock.
3. **ME 350 – Pre-major and Non-major:**
The Dean and Theresa Garcia updated the Committee on the process for non-ME majors or students not in pre-major status wanting to take ME 350 who have met the pre-requisites. These students need to get approval from their Department Chairs and the Chairs will give the student name to Dr. Abraham for him to give a signed letter to the student to take to the Registrar's Office to enroll in ME 350.
- There are no exceptions for ME students, they must meet the impaction criteria: Grade of C or better in MATH 150, 151, Phys 195, 196, CHEM 200, and ME or AE 200, and have a 2.5 GPA. The only exception are students who are in the 2009 SDSU General Catalog, or earlier.
4. **APEX – Student Reports:**
Theresa Garcia gave a demonstration of the new APEX Student Reporting system that is linked with the current SIMS/R software. APEX contains all of the University's student information, including major, major status, GPA and more, that can be sorted by Departments and various reports run. APEX does not contain e-mail addresses and the best way to contact students by e-mail is to set up a Department Homeroom Class on Blackboard. APEX reports need to be regulated by the Department Offices and any reports requested need to be approved by the Department Chairs.
5. **Enrollment Update for Fall 2015:**
Enrollment update will be completed by 9/22 Census. The reports may be showing that Engineering has achieved only 98%-99% of the 2015 target. This is due to the fact that, Academic Affairs has, for the first time, set our target very high at 10.7% Thus far, our enrollment has grown by 8.6% which happens to be the largest growth among all the Colleges at SDSU. On another note, the Dean emphasized that Departments should take as many Open University students as possible as 80% of tuition goes directly to the Departments.

6. **Class Schedule Changes:**
Faculty should send any class schedule change request to the Chairs for approval, not to Arlene Gibson. Once the Chair has reviewed and approved, the Chairs will then send requests to Arlene.
7. **College Student Learning Outcomes (SLO) with Stephen Schellenberg**
Stephen Schellenberg, Associate Dean, Undergraduate Studies, is requesting a meeting with each College to discuss Student Learning Outcomes and assessment progress. The Chairs are available from 9am-11am, Monday, 9/14/15 and Marcie will e-mail Stephen to confirm. [Update 9/11/15: The Dean spoke with Stephen and postponed the meeting until after the College is done with the ABET visit].
8. **Sabbatical and Difference-In-Pay (DIP) Leave Applications**
Marcie Morihiro reminded Chairs that those faculty eligible for Sabbatical and DIP Leave need to submit applications to the Chairs by Friday, 9/18/15, and need to be reviewed and ranked by the Departmental RTP Committees. The ranked applications are due to Marcie Morihiro by end of day Wednesday, 10/7/15.
9. **Attendance Summary Reports**
Per SDSU Payroll, all 12-month employees (Department Chairs, Assistant and Associate Deans, MPP's, and Staff) need to complete a monthly Attendance Summary Report. If there is no usage, employee must still complete a report and mark the 'No Usage' box.
10. **Spring 2016 - Engineering Design Day & Senior Banquet**
Engineering Design Day – Wednesday, May 4, 2016 – Montezuma Hall – Time is approximately 1:00pm-4:00. Please note: Wed 5/4/16 is the day before the last day of classes, and Chair should e-mail faculty that students may need to reschedule testing/class assignments if they are participating.
Senior Banquet – Thursday, May 5, 2016 – Parma Payne Goodall Alumni Center – Fowler Ballroom – 5:30pm-7:30pm.
11. **6/3/2015 SDSU- Academic Dean's Council (ADC) & SDSU Georgia Updates:**
 - A) ADC Updates
 - 1) WASC – The Dean charged the Chairs with updating the online educational objectives for each program as WASC reviewers will be at SDSU from 3/22/16-3/24/16.
 - 2) Department Chair Appointments and Workloads – The topic of whether the chairs are to have a 1.0, or less appointment as chair is being discussed at the ADC. Academic Affairs is looking at an 80/20, or 75/25 split so that the Chairs could teach and do research. The Dean is going to ask the Provost to add an agenda item for the next ADC to have introduction of each of the Department Chairs and give out their resumes. The Dean's argument is that SDSU's salaries are low and not competitive. The Dean has requested that the Chairs e-mail him or discuss at their bi-weekly meetings their input on the 80/20 split. Any change from the 1.0 model will not involve any change in salary.
 - 3) Number of D's, F's, and W's (DFW) – High failure rates – The Dean will distribute a color coded chart of the high failure rate courses and Chairs should review and make steps to rectify the issues.
 - 4) Faculty Compensation – Faculty in Sciences have been using GRSIF document to get more salary and more than 25% overload.
 - 5) Faculty Housing Assistance Program – This program helps new faculty with housing from \$10k-\$12k depending on proximity to SDSU. The money is running out fast and Academic Affairs is looking for more money.
 - B) SDSU Georgia Updates

The first cohort seems to be between 75-85 students. They are among the top students in Georgia. Since nearly all are on scholarship, SDSU will lose money. We are waiting for the government of Georgia to cover our deficit so that we can offer the students 4 years of education without spending any state money.

12. **Roundtable:**

Dr. Chris Mi – Room sizes and crashers are becoming an issue.

Dr. John Abraham –

- 1) ME students are inquiring about ME 452 being offered in summer and they have signed a list and submitted to the Registrar's Office to have the course offered in summer. The Registrar's Office said they can help with course projections for Spring 2016.
- 2) E-425 – ME lecturers do not have space to hold office hours, currently utilizing E-425. The Dean asked Dr. Mi if Mark Bruno can remove the old computers to clear out some of the space in E-425. As well, Dr. Jim Banks' (CCEE Emeritus Professor) items need to be moved out and can also be used for temporary space for lecturers. The other Chairs noted that they are utilizing the following rooms for their lecturers: AE – E308 ; CCEE – still in need of a space; ECE – 207C.

Theresa Garcia – Announced that there will be \$600K available for Student Success Fee and beginning 9/15/15, review of submissions begin. Theresa asked that the Chairs and faculty support students with their proposals.

Having gone through all the items on the agenda, Dr. Mi moved, Theresa Garcia seconded and the Committee unanimously agreed to adjourn the meeting at 4:23pm.

Submitted by Marcie Morihiro, September 12, 2015.