

**Executive Committee Meeting  
Minutes**  
Wednesday, October 21, 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 Morihoro

Dean Mehrabadi called the meeting to order at 2:05pm.

1. **Approval of 10/7/2015 Executive Committee Meeting Minutes**

The 10/7/2015 Executive Committee Meeting Minutes were approved unanimously.

2. **ABET 2015**

The Dean gave a summary of the ABET results:

A) Programs did not have any corrections of errors, except Environmental Engineering did send a report.

B) Daisie Boettner, the ABET Team Leader, informed the Dean that all of the ABET Self-Study Reports were not of high quality and poorly written. She mentioned that the reports looked like they were rushed and large sections copied and pasted from the 2009 ABET Self-Study report. To address this, the Dean is going to place the Word version of the 2015 ABET Self-Study reports on Google Drive and give access to the respective Department Chairs and Coordinators so they can review and update the reports at the end of each semester when surveys are completed. This way the report is a living document and can be worked on throughout the year. The Associate Dean, when hired, will also be responsible for helping with this task.

3. **Engineering Advisory Board Meeting – 10/30/2015**

The Dean reviewed the agenda for the Engineering Advisory Board Meeting, taking place on Friday, October 30, 2015, from 8:30am-1:30pm, in the ASU Templo Mayor Conference Room.

4. **Infrastructure Needs**

The Dean reminded the Department Chairs that he needs the Departmental Infrastructure Needs, the CoE, is the only College that has not submitted their needs. Dr. Supernak commented that he has a Department Faculty Meeting on Thursday, October 22, and will speak to his Faculty. Dr. Mi commented that he needs (4) offices and (4) labs.

5. **Summer 2016 Schedule**

Academic Affairs is looking for suggestions from Colleges to reform the summer schedule. Colleges have submitted draft plans to Academic Affairs for analysis of competing courses and classes with low enrollment. Community college schedules will also be factored in to prevent overlap in offerings. Building a centralized schedule can achieve cost savings and FTE targets. AVP LaMaster asked the Council for support to move this initiative forward.

6. **Spring 2016 – Pre-requisites for Waitlist**

The Dean asked the Chairs to make sure that the correct pre-requisites are listed in the SDSU Catalog as this determines whether a student will be able to get into a course on the new Waitlist system in Spring 2016. If there are any corrections to be made, the Chairs should work with their Department Curriculum Committees to either delete or add pre-requisites. The Dean reminded the Chairs that they should request larger classrooms even if historical data shows the class to be small.

7. **Student Success Fee**

Theresa Garcia updated the Committee on the final approved Student Success Fee proposals. Academic Affairs contributed an addition \$120,000 bringing the total available funds to \$720,000. Of the 63 proposals that were funded, (7) were awarded to the College of Engineering for a total of \$230K. The money can be spent starting in January 2016 and must be used by May 2016.

8. **Sophomore SURGE Program**

Theresa Garcia informed the Committee about the Sophomore SURGE Program which matches Engineering sophomores with junior and senior peer mentors. There are approximately 540 Engineering sophomores. The funding for the Program comes from the Office of Student Affairs and mentees are trained in the Engineering curriculum. The PACES advisors have been assisting with calling those sophomore students with a GPA below 2.54 to participate in the Program.

9. **10/21/2015 SDSU- Dean's Research Council (DRC) & Academic Dean's Council (ADC):**

1) **DRC Meeting**

A) Mary Ruth Carleton gave a report on the Campaign for SDSU and she estimates that we may reach a total of \$800M.

B) Aztec Mentoring Program (AMP) – Engineering needs mentors for our students, and Engineering was asked to encourage more Industrial Advisory Board members to serve as mentors.

2) **ADC Meeting**

A) Seth Mallios spoke about the 5 volumes he wrote on the history of Rock 'n' Roll at SDSU.

B) 2016 Summer Schedule – Kathy Lamaster spoke regarding the 2016 Summer Schedule: a) For Summer 2015, Engineering had 141 FTES and at a total cost of \$69,312; b) For Summer 2016, the FTES goal will remain at 141; c) Engineering needs to ensure there are enough students to off-set the the salary of a Faculty or lecturer teaching the course; d) Once a course reaches (15) students you can not cancel the course.

C) Assigned Time – a) Academic Affairs is looking very closely at Assigned Time. For Fall 2014, 133.4 WTU's (weighted teaching units) was given to Engineering Faculty and 98.2 WTU's given to Engineering lecturers; b) The Academic Affairs is questioning the policy of giving lecturers Code-22 for Research; c) The Dean reminded the Chairs that no Assigned Time will be given to Engineering Faculty for Spring 2016 unless they complete their annual report for 2016. The Dean will be placing the annual report form on Google Drive.

D) Joanna Brooks clarified to the ADC that the Senate Policy File is not grievable and goes into the "nuts and bolts", while the Collective Bargaining Agreement (CBA) is grievable and involves general rules.

E) Sandra Cook updated the Committee on the graduation rates for SDSU which is 48% for 4-year degree. In comparison, the Dean mentioned that the graduation rate for Engineering is 14.5% for a 4-year degree, due to the high number of GE courses.

F) Georgia Program – The Provost provided the ADC with a handout on the Georgia Program. The 81 students are top notch and after Georgian government provided for scholarships for the 81 students, SDSU is \$2.2M in the black.

G) Interim Deans are to be selected for Undergraduate Studies and IVC

I) Changes in titles for Academic Affairs – Kathy Lamaster's position will be changed to AVP for Resource Management; this will allow for an overlap with the incumbent. Provost Enwemeka informed the Council of the changes to the titles of the Associate Vice Presidents, and the reconfiguration of the role for the Dean of the Division of Undergraduate Studies. The Provost mentioned there is a proposal to move the Liberal Studies program under the College of Education. Undergraduate Studies and the College of Education are looking into accomplishing this move.

J) Microsoft is offering free e-mail and free MS Office software to SDSU students, but Google is now offering free Google e-mail and software as well.

10. **Roundtable**

Dr. Janusz Supernak – Drs. Sahar Ghanipoor Machiani, Janusz Supernak, and Terry Yang attended the 7th Biennial Workshop on DSP for In-Vehicle Systems and Safety, on Oct. 14-16, 2015, in Berkeley, CA. Drs. Machiani, Supenak and Yang met and spoke with the professor and keynote speaker, Dr. Mohan Trivedi, Distinguished Professor from UCSD, regarding a joint PhD program for Transportation.

Having gone through all the items on the agenda, Theresa Garcia moved, Dr. Janusz Supernak seconded and the Committee unanimously agreed to adjourn the meeting at 3:16pm.

Submitted by Marcie Morihiro, November 3, 2015.