

**Executive Committee Meeting  
Minutes**  
Wednesday, November 4, 2015  
2:00pm, E-401 Conference Room

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

**Absent:** Dr. Chris Mi (attending conference)

Dean Mehrabadi called the meeting to order at 2:06pm.

1. **Approval of 10/21/2015 Executive Committee Meeting Minutes**

The 10/21/2015 Executive Committee Meeting Minutes were unanimously approved.

2. **ABET 2015**

The Dean charged the Chairs with completing and submitting the online evaluation of their individual ABET Program Evaluators (the Dean has given the username and password to the Chairs). The Dean has not yet received any follow up reports from ABET.

3. **Infrastructure Needs**

The Dean sent the Departmental infrastructure needs to AVP Kathy Lamaster for a total of (8) offices and (9) 600 sq ft labs (original request was (8) and ECE asked for an additional lab for Ke Huang). AVP Lamaster immediately responded that if there is no space in the Engineering building, then no new faculty offers can be made. Both the Colleges of Engineering and Sciences need space in Alvarado. VP Steve Welter is aware and okay with Engineering utilizing Alvarado, but the College has to pay for the rent and all costs associated with construction of labs. Dr. Abraham suggested finding off-site lab space that is not associated with the Foundation.

4. **Summer 2016 Schedule**

AVP Kathy Lamaster is looking for suggestions to reform summer schedule to eliminate the bottlenecks that delay student graduation. The other goal of the reform is to increase the summer FTES. The Dean asked the Chairs to e-mail him their ideas on courses that will attract students to take summer courses. As well, the Dean has asked the Chairs to make sure that summer courses do not generate any deficit and are cost effective. Chairs should check with Sem Tran to find out how many students need to be enrolled in a summer course to balance out the faculty salary. Dr. Supernak mentioned that 100+ students are interested in a summer session in Krakow, Poland, but the Poland government is not signing off on the contract until the determination if Poland or California is responsible for anything that may happen to the students while in Poland. Dr. Supernak is to send an update to the Dean by end of the week.

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

The Chairs need to check course pre-requisites and ensure that they are correct to allow students to get on the Waitlist. The Dean reiterated the importance of the Chairs requesting large classrooms to allow for Open University students.

6. **Staff Development Fund**

The College of Engineering has received \$4,452 in Staff Development funds. The Dean's Office will be sending out an application form to the Chairs to distribute to their Staff members. The Chairs will be responsible for ranking their respective Staff applications and turning them into Marcie Morihiro, by end of day, Tuesday, December 1, 2015. The distribution of the Staff Development Funds will be similar to the equipment funds (the higher priority staff requests as ranked by the Chairs, will be considered first, until the funds are exhausted).

7. **2015-16 Senate Excellence in Teaching Award**

The Dean reminded the Committee that the deadline for nominations for the 2015-16 Senate Excellence in Teaching Award is Friday, November 13, 2015. Nomination forms and supporting documents should be turned into Marcie Morigihiro.

8. **Sophomore SURGE Program**

Theresa Garcia updated the Committee that the College of Engineering has the largest numbers of participants in the Sophomore SURGE program with (58) participants. (Business – 29; Arts & Letters – 7; Division of UG Studies– 16; Education – 6; Engineering – 58 < 2.5 GPA; Health & Human Services – 11; PSFA – 20; Sciences – 25).

9. **Peer Advising Center for Engineering Students (PACES)**

Theresa Garcia provided the Committee with a status report on PACES. A total of (79) Engineering students have utilized PACES as of 11/4/2015: AE -17; CCEE – 20; ECE – 18; ME - 24. These numbers do not include the students who are non/pre-Engineering majors, which Theresa will try to track for future report. In addition to the PACES, students helping with advising they also assisted with New Student Orientation and the recruitment of SURGE participants. The Presidential Leadership Funding (PLF) that was awarded to Theresa Garcia for PACES will be exhausted on December 31, 2015. Theresa asked the Chairs if their Departments could help pay for the continuation of the PACES Program through UGP funds, with the amount of contribution based on the student enrollment numbers of the Department. The Dean also mentioned that the College could contribute some funds to continue PACES.

10. **Engineering Design Day & Senior Banquet**

Engineering Design Day – Wed, May 4, 2016 – 1pm-4:00pm – Montezuma Hall (**day before the last day of classes**)

Engineering Senior Banquet – Wed, May 5, 2016 – 5:30pm-7:30pm – PPG Alumni Center

11. **11/4/2015 SDSU- Dean’s Research Council (DRC) & Academic Dean’s Council (ADC):**

1) **DRC Meeting** - Cancelled for 11/4/2015

2) **ADC Meeting** - President Hirshman addressed the ADC from 9:30am-11:00am and emphasizing the budget and following items:

A) Budget – SDSU’s budget is still \$30M less than the 2007 budget. The President emphasized the importance of allocating our resources based on quality of programs rather than FTES alone.

B) Ph.D. Programs – President pointed out that SDSU currently has 22 Ph.D. programs and it is becoming clear that we cannot continue supporting all of these programs. [Dean Mehrabadi: Faculty need to support their Ph.D. students to avoid being so that the JDP program becomes more cost effective. Currently, 9 ½ of our Ph.D. students are sponsored by the College].

C) SDSU Programs – closing of smaller programs are being considered.

D) NRTW (Non-Resident Tuition Waiver) – There is a \$70-\$80M increase for NRTW students.

E) Fundraising– The annual Alumni Fundraising needs to be increased, currently it is at 4-5% per year. As well as overall fundraising to support programs to increase quality of SDSU programs.

F) Tuition – Currently tuition has remained the same at \$4,500 and the President would like the administration to speak with Faculty about how much less we can rely on State appropriation if we can rely more heavily on tuition. Currently, there is no plan to increase tuition.

12. **Roundtable**

**Dr. Janusz Supernak** – Commented on the Student Success Fee system and that there should be a way to make the system more fair for all Departments to be awarded, as no student groups from the CCEE Department were awarded with Student Success Fee funds. Theresa Garcia suggested that Dr. Supernak contact the College Student Success Committee to discuss the subject of the system for awarding Student Success Fees.

Dr. John Abraham – Inquired if the equipment funds were awarded. The Dean responded that Jacqueline had contacted those that were receiving funds and asked them to email her quotes.

Theresa Garcia – Theresa Garcia updated the Committee that, Dr. Matt Anderson, Physics Advisor, will be teaching two sections of Physics 195, one at 8:00am that is face-to-face and the second section at 9:00am that will be a hybrid course. Both of the sections will cover the same material and Faculty should encourage students to stay enrolled in the hybrid course if they inquire about wanting to switch to the face-to-face course.

Having gone through all the items on the agenda, Dr. Plotkin moved, Theresa Garcia seconded and the Committee unanimously agreed to adjourn the meeting at 3:42pm.

Submitted by Marcie Morihoro, November 24, 2015.