

**Executive Committee Meeting**  
**Minutes**  
Wednesday, December 2, 2015  
2:00pm, E-203E Dean's Conference Room

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

**Guest:** Jennifer Imazeki, Director – Center for Teaching and Learning

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

1. **Center for Teaching and Learning (CTL)**

Jennifer Imazeki, Director, Center for Teaching and Learning, spoke about the CTL and the services that they offer. In the past, CTL has offered lunches as a “one-shot” event, without any follow-up or data to collect. CTL is now offering various programs in addition to their lunch seminars (please see attached CTL handouts for more information). The Dean made a recommendation to Jennifer that CTL seminars, should be an integral part of New Faculty Orientation, as it would be beneficial for new faculty to learn about teaching effectiveness. Theresa Garcia also mentioned to Jennifer (in response to tenured faculty that have met with Theresa) that it would be helpful to offer seminars for tenured faculty in regards to new technology and the new generation of students at SDSU.

2. **Approval of 11/4/2015 Executive Committee Meeting Minutes**

The 11/4/2015 Executive Committee Meeting minutes were distributed at the meeting for Committee to review. Approval and edits to be e-mailed to Marcie Morihoro by end of day, Monday, 12/7/15. [12/16/15 Update: 11/4/15 minutes were unanimously approved with Dr. Plotkin noting that there was incomplete sentence in #11.B. The Dean corrected the sentence and minutes were e-mailed to the CoE Faculty and Staff).

3. **Status of Faculty Hires**

A) AE Department – i) AE Chair (Dr. Abraham) - Search committee has not reviewed resumes as of yet; and ii) AE Technician (Dr. Plotkin) - Ad has been posted to the SDSU website for about a week.  
B) ECE (Dr. Mi) – i) Wireless Communications – 82 apps received; ii) Embedded Systems – 16 apps received; iii) Mixed-signal – 38 apps received; iv) Smart Health – 23 apps received. Applications for all positions will continue to be received until the middle of January and a week from now the search committee will start reviewing applications and interviews to start in February.  
C) CCEE (Dr. Supernak) – i) EnvE – 78 applications received and review to start on December 10, 2015.  
D) ME (Dr. Abraham) – i) Mobile Energy - 34 applications received as of last week and search committee to begin reviewing applications on 12/14/15.  
E) Dean's Office – i) Associate Dean – 24 applications received as of last week, review to begin in December.

4. **Space For New Faculty Hires**

AVP Kathy Lamaster and VP Dr. Steve Welter both expect that the College finds space for the new Faculty in the current Engineering building. They would like to see Faculty who are FERPing share offices possibly in Adams Humanities. Dr. Welter would also like to see that Faculty who are not research active give up their lab space to the incoming Faculty. Our *Approval to Negotiate Forms* which is needed to extend an offer to new Faculty hires will not be signed until their lab and office spaces in the current building are identified. The Dean asked each of the Chairs to work with their Faculty to resolve this critical issue.

5. **RTP Process Review**

The Dean informed the Committee that AVP Joanna Brooks, is working on simplifying the SDSU RTP process review only requiring the full WPAF at the 3<sup>rd</sup> & 6<sup>th</sup> year reviews. All reviews during the 3<sup>rd</sup> & 6<sup>th</sup> years are to be completed at the Department level. Faculty can, as is allowed with current process, apply for tenure at any year. The Provost is guaranteeing that if a Faculty does not receive tenure in their 6<sup>th</sup> year, that the position will stay with the Department.

6. **Faculty Assigned Time Requests for F16 (Faculty Annual Reports) – Dean Mehrabadi**

The Dean is working with Dr. Christopher Paolini on a web-based Faculty Annual Report that Faculty will need to be completed to receive Assigned Time for Fall 2016 and subsequent semesters. If a Faculty member does not complete a Faculty Annual Report, they will be assigned 12 teaching units. The Faculty will be completing a Report for the last 4 years (2012-2015), as requested by Faculty in the Assigned Time Policy for a 4-year average, and they will also need to submit their CV to the Department Coordinators.

7. **Spring 2016 Wait List**

The Dean reminded the Committee that the pre-requisites for each Engineering course need to be correct for students to add themselves to the Wait List.

8. **EXPLORE SDSU**

Theresa Garcia announced that EXPLORE SDSU will be held on Saturday, March 19, 2016, and distributed a copy of the 2015 EXPLORE SDSU schedule. Theresa asked the Chairs to work with their Faculty on volunteering for seminars for EXPLORE and to e-mail her as soon as possible with the Faculty names and seminars, as the 2016 EXPLORE schedule will be posted on-line in January 2016.

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

Theresa Garcia informed the Committee that because Engineering did so well with the Sophomore SURGE Program, Dr. Randy Timm, Dean of Students, Student Life & Leadership, may be able to find the money to fund PACES for the Spring 2016 semester. This will give us more time to work on finding the funding within the CoE to support PACES beyond Spring 2016.

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

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

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

11. **12/2/2015 SDSU- Dean’s Research Council (DRC) & Academic Dean’s Council (ADC):**

1) **DRC Meeting** – Dr. Stephen Welter, VP for Research & Dean of Graduate Affairs covered the following:

A) **Graduate Enrollment Waitlist** – Each program will have a target number to allow in a certain number of graduate students. The University’s graduate enrollment is down. There are (22) Ph.D. programs and SDSU cannot afford to keep them all. Faculty need to support their graduate students. The CoE needs to recruit excellent students. Graduate Affairs wants to look at the number of applications and if a program cannot fill the target number of spaces allocated, those spaces will go to another program. The target numbers are based on historical data.

B) **Associate Dean for Research, College of Health & Human Services** – Dr. Suchi Ayala, has submitted an \$80M grant for *Building Capacity and Infrastructure for Population Health and Health Disparities Research at San Diego State University* to NIMHD. Deans Mehrabadi and Stanley Maloy and Dr. Kee Moon with the Smart Health Institute are listed as Co-PI’s. The grant has made the initial cuts and there is a chance that it will be funded.

D) **Sharing of F&A by PI’s & Co-PI’s** – To ensure a fair distribution of credit and F&A, faculty PIs and Co-PIs must specify their activity level (%) on the routing form before it is sent to the Dean for approval.

2) **ADC Meeting:**

A) **SDSU Applications** – i) AVP Sandra Cook updated the ADC on the number of applications that were received for Fall 2016: There were 575,000 applications received by the (23) CSU campuses (some were redundant). And of that number 189,000 (unduplicated) students applied to SDSU; and ii) AVP Cook shared with the Council, The Education Trust report, “Rising Tide: Do College Grad Rate Gains Benefit All Students?” SDSU is highlighted for its improvements to the graduation rate of underrepresented students.

B) Budget – AVP Kathy Lamaster distributed a budget sheet for each College covering July-Oct 2015.

C) **D, F & W Grades** – Dr. Steve Schellenberg, Interim Dean for Undergraduate Studies, announced that Assistant Deans received a list of courses with high D, F, & W rates (15-20%) and they are looking at the trends and will then share with Department Chairs to address the issues. Each college should submit a proposed action plan to the group by December 10<sup>th</sup>, 2015.

12. **Roundtable**

**Dr. Janusz Supernak** – a) CCEE Senior Design presentations will be held at the CALTRANS facility in Old Town, starting at 4:00pm, Wednesday, December 3, 2015; and b) CCEE is updating their bylaws and there is a second session meeting on Thursday, December 4, 2015, to go over the bylaws and the Department will eventually vote on the bylaws.

**Dr. Chris Mi** – Dr. Mi is submitting a ‘Revolutionizing the Engineering Department’ proposal and needs institutional support for it.

Having gone through all the items on the agenda, Dr. Mi moved, Dr. Supernak seconded and the Committee unanimously agreed to adjourn the meeting at 4:17pm.

Submitted by Marcie Morihoro, December 17, 2015.