

**Executive Committee Meeting
Minutes**

Wednesday, December 16, 2015

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

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

Absent: Dr. Chris Mi (attending conference)

Guests: Analytic Studies & Institutional Research Dept.: Jeanne Stronach, Director; Anna He, Research Associate, Hidadhis Mesa, Research Analyst.

Dean Mehrabadi called the meeting to order at 2:03pm.

1. **Analytic Studies & Institutional Research (ASIR)**

Jeanne Stronach, Director of the ASIR Department and two of her staff members: Anna He, Research Associate, and Hidadhis Mesa, Research Analyst, gave a demonstration of the newly updated ASIR website and the various data reports that can be downloaded into Excel and PDF formats.

2. **Approval of 12/2/2015 Executive Committee Meeting Minutes**

The 12/2/2015 Executive Committee Meeting minutes will be e-mailed to the Committee for approval.

3. **Registration edits for upper division courses**

The Dean spoke about the issue of Engineering pre-major students registering for 300+ level courses. Engineering students should be in major status to take these courses and have met the impactation criteria and meet the minimum 2.5 GPA requirement. The Dean charged the Chairs with looking at their respective Departments critical upper division courses and work with Sandra Williams on placing a major code restriction as soon as possible for Spring and Fall 2016. The Committee members discussed that this major code restriction will have an impact on the Departments as the number of students seeking advising will increase. The Dean suggested that the Chairs distribute the advising duties amongst the Faculty and Theresa Garcia also offered assistance from the PACES advising center.

4. **Status of Faculty Hires**

A) AE Department – i) AE Chair (Dr. Abraham) – (5) applications have been received, but one of them is incomplete; and ii) AE Technician (Dr. Plotkin) – HR has forwarded (3) applications.

B) CCEE (Dr. Supernak) – i) EnvE – 131 applications received and first search committee meeting is complete; and ii) Director of Construction Program – Dr. Walsh confirmed that he will not be returning to his position as the Director of Construction Engineering Program. The College has approval from the Provost to search for a new Director of the Construction Program. The ad and search documents have already been submitted to Sandra Bullock in the office of Employee Relations and Compliance, the search committee is just waiting on a VPAA# from Academic Affairs. [Update 12/18/15: VPAA# request form was submitted to the Provost's Office on Thursday, 12/17/15].

C) ME (Dr. Abraham) – i) Mobile Energy – 50+ applications and search committee is meeting on Friday, 12/18/15, to make the first cuts.

D) Dean's Office (Dean Mehrabadi) – i) Associate Dean – 44 applications received and search committee to meet soon. [Update 12/18/15: Search committee is meeting on Friday, 12/18/15, to discuss timeline for reviewing applications. Tentative timeline is for committee to review all applications by second week of January, make short list for phone interviews and have candidates for on-campus interviews in February/March].

5. **Space For New Faculty Hires**

The Dean emphasized again that Academic Affairs will approve the hiring of new faculty for 2016-17 until we specify lab and office space for them.

To free up some space, Faculty Affairs will make some offices available in Adams Humanities for faculty who are on FERP, or thinking of FERPing in the next year or two. The Dean's proposal to AVP Kathy Lamaster to convert some of the classrooms in the Engineering building into lab and office space was not approved due to the lack of funds.

6. **RTP Guidelines**

In the 12/8/2015 CoE Faculty Meeting, Faculty had suggested that Departments have their own guidelines for the RTP process. The Committee discussed the issue and the sentiment was that the College and Departments should try to stay with the current bylaws/policies on RTP and not have separate guidelines.

7. **Update on Faculty Assigned Time Requests for F16 (Faculty Annual Reports)**

The Dean commended Dr. Christopher Paolini on the web-based Faculty Assigned Time Report that he created and which will be online soon. The Report will be released to the ME Department first as a test run and after a couple of days of feedback, the Report will then be updated and sent College-wide. A separate report needs to be submitted for the past four calendar years: 2012-2015, to obtain the Faculty requested 4-year average. A full CV should be submitted to the respective Department Coordinators.

8. **Impaction Criteria – Increasing the GPA requirement (currently at 2.5)?**

The Dean and the Committee have been having an on-going discussion about whether to raise the minimum GPA requirement for entering Engineering majors from 2.5 to 2.9. The Dean received comprehensive reports from Sandra Cook and the office of Analytic Studies & Institutional Research which he presented to the Committee. From the data it may be more feasible to bring down the percentage of repeatable courses (the Chairs are to review the data and make suggestions for the high rate repeatable courses), raise the minimum grade of C for a course and then gradually raise the GPA.

9. **Bio 100 Requirement**

Theresa Garcia shared a draft letter, that with approval of the Committee, she will submit to Dr. Andrew Bohonak, Faculty Advisor in Department of Biology, which states that Engineering students who have taken a Bio 100 or Bio 101 general education course in other institutions, do satisfy the Engineering Biology requirement for Aerospace, Civil, Computer, Construction, Electrical and Mechanical Engineering majors. There has been an issue of the Biology Department sending students to the Department Chairs for approval of Bio 100 or Bio 101, as they were under the impression that Engineering students needed Biology courses with additional science content. The Dean informed the Committee that prior to Fall 2009, Bio 100 was not required and Engineering students were taking Anthropology 101 to satisfy the ABET requirement of having at least 32 units of Science and Math. In Fall 2009, the ABET evaluators expressed concern that Anthropology 101 did not have 3 units of science so BIOL 100 or 101 replaced ANTH 101. Since then transfer students were sent to Engineering to make sure that their ANTH 101, or BIOL 100 satisfies our requirements. The Dean suggested that we inform the Office of Advising and Evaluation that Engineering no longer needs to approve the transfer of BIOL 100, or 101 course.

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

11. **12/16/2015 SDSU- Dean's Research Council (DRC) & Academic Dean's Council (ADC):**

1) **DRC Meeting** – The Dean did not have any pertinent updates from the DRC.

2) **ADC Meeting** - Cancelled

12. **Roundtable**

Theresa Garcia – To be proactive on the issue of 150+ Super Seniors, Theresa sent out an e-mail to all students that have between 120-149 units, informing them that they are nearing the total units required for graduation and that the students should meet with their Faculty advisors or Theresa to discuss the graduation requirements and process. This helps ensure that students obtain the information and assistance to make sure they will graduate on time.

Dr. Janusz Supernak – Dr. Natalie Mladenov was featured on page 20, of the SDSU 2014-15 Research Highlights book.

Having gone through all the items on the agenda, Dr. Janusz Supernak moved, Theresa Garcia seconded and the Committee unanimously agreed to adjourn the meeting at 4:50pm.

Submitted by Marcie Morihoro, December 18, 2015.