

Executive Committee Meeting
Minutes
Wednesday, March 16, 2016
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

Guest: Dan Montoya, CoE Senior Director of Development

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

1. **CoE Development Update – Dan Montoya**

Dan Montoya, CoE Senior Director of Development, gave the following updates on CoE Development activity to the Executive Committee members:

- A) Dan provided endowment information handouts
- B) CoE Fundraising to date for 2015-16 fiscal year is \$7.789M (This includes \$5M Zahn gift for EIS Complex and remaining funds from planned gifts, student success funds and Construction Engineering Management Program Endowed Chair).
- C) Dan covered ways for Departments to raise philanthropic funds which can be used directly for the Department including: foundations, sponsorships from corporations, individuals, Alumni, and a strong source of revenue is various opportunities for workshops and certificate programs through the College of Extended Studies which is good for professional development and can bring back alumni and re-connect them to SDSU.
- D) In order for Dan and the CoE Development team to assist the CoE with raising philanthropic funds, he asked that the Department Chairs provide him with the following: i) Faculty research expertise document; and ii) Impact reports for funds that donors have given to Departments (i.e., endowments) as the Development team provides these reports to donors so they know where the money was spent and to encourage continuing donations.

2. **Approval of 3/2/2016 Executive Committee Meeting Minutes**

The 3/2/2016 Executive Committee Meeting minutes will be e-mailed and approved at the next Executive Committee Meeting taking place on April 6, 2016.

3. **Application for PLF Funding (Due April 1, 2016)**

Marcie reminded the Committee that all PLF Funding applications are due by April 1, 2016. An e-mail has been sent campus wide with the form and instructions on where to submit applications.

4. **Summaries of Faculty Research Expertise (Due March 16, 2016)**

The Dean reminded the Department Chairs that their respective Faculty Research Expertise documents are due by end of day, March 16, 2016. This document will be utilized by the CoE Development Team when speaking with industry and donors on possible collaborations/donations that can be used to help Faculty with their research. The document should include a faculty photo and a very basic explanation of the research that the Faculty is engaged in. [Update 3/20/16 – All Departments have submitted their documents and Marcie forwarded to Dan Montoya].

5. **Department Research Infrastructure Needs (Due March 23, 2016)**

The Dean reminded the Department Chairs that their Departmental Research Infrastructure Needs report are due by March 23, 2016. Dr. Steve Welter, VP for Research and Dean of Graduate Affairs, has asked that each College provide a report of their long-term goals for Research Infrastructure Needs to better assess the amount of space/equipment needed for future hires. The Dean mentioned that Chairs should look at alternative space considerations such as Alvarado and possibly Sky Park in Kearny Mesa for those faculty who have dry labs.

6. **Tenure-Track Faculty Request Forms (Due April 4, 2016)**

The Tenure-Track Faculty Request Forms are due to the Dean by April 4, 2016. Per Academic Affairs, the Dean can only submit (8) Tenure-Track Faculty Requests for the CoE. The (2) positions afforded by the Areas of Excellence and the CEM endowed chair position will be ranked at the top of the (8) CoE requests.

7. **Lab Fees**

The Dean provided a brief overview of how lab fees are distributed to Departments. Jacqueline Lane, CoE Financial Analyst, has historical totals on the lab fees that are collected by each Department. After census, Jacqueline looks at the number of students for the semester in each of the lab courses and assigns the Department a budget for the lab fees. Often, the actual amount collected from students is less than the amount budgeted. For example, last year, lab fees budgeted was about \$1,500 more than the amount collected from the students and the College had to absorb the shortfall.

8. **Status of Faculty Hires**

The Dean provided the following update on the status of CoE faculty hires:

A) The following (3) positions are in the approval to negotiate stage: i) ECE – Microelectronics; ii) Environmental Engineering; and iii) ME – Mobile Energy.

B) For the following two tenured positions, the Approval to Negotiate forms have been submitted to Faculty Advancement for approval: i) AE Chair; and ii) Associate Dean.

C) Dr. Mi announced for the ECE Communications position that an Approval to Negotiate Form will be submitted by end of week. [Update 3/20/16: Approval to Negotiate form received on Friday, 3/18/16, and has been submitted to Faculty Advancement for approval]. For the remaining (2) positions in ECE, there will be interviews over the next couple of weeks.

9. **Status of 120-unit Curriculum Proposals**

The Dean updated the Committee on the 120-unit proposals as follows:

A) The AE, ME and Construction Engineering Programs have submitted their 120-unit proposals and they are in process through Curricunet. The Dean asked that the Chairs be on the look out for the approval signature e-mails for the proposals.

B) Civil & Environmental programs were late in filing their proposals. For these two programs proposals will need to be submitted in 2016-17.

10. **CoE Information Brochure**

The current CoE information brochure is out-of-date and Marcie Morihiro is working on updating it. Marcie distributed the current brochure and asked the Department Chairs to double check their Department descriptions and shorten if possible and in addition, provide a list of research projects to highlight and current pictures to include in the brochure. Marcie will also be e-mailing the Directors of the CoE Community Outreach Programs to update their information and provide current pictures. The Departments are given 4 weeks from this meeting to submit updated information so the deadline for submission of these updates is April 13, 2016.

11. **Accommodating Students with Disabilities**

Theresa Garcia showed the Committee the Student Disabilities Services website which lists all of the services and accommodations (including testing accommodations) that are provided for students with disabilities. Theresa asked that the Department Chairs share this website and information at their Department Faculty Meetings, so that faculty are aware that if they receive a letter from the Student Disabilities Services Department about a students' disability, that they make reasonable accommodations for the student as listed on the website. As well, a students' disability is a confidential matter and should not be discussed in front of other students.

12. **Explore SDSU (Saturday, March 19, 2016)**

Theresa Garcia reminded Committee members that Explore SDSU is on Saturday, March 19, 2016, from 9:00am-2:00pm and handed out the final agenda.

13. **Engineering Design Day (Wednesday, May 4, 2016 – 1:30-3:30pm – Montezuma Hall)**

Marcie Morihoro updated the Department Chairs that the Senior Design/Capstone professors provided the following projected number of projects: i) AE – (0) (Dr. Plotkin is to contact the AE clubs to see if they will display a project. AE 403 ended in Fall 2015 and the instructor has not informed the students about the Design Day presentations); ii) CCEE – (17); ECE – (10); and ME – (28). The online registration forms to participate and for inclusion in the Engineering Design Day booklet is 11:59pm, Friday, March 18, 2016.

14. **Engineering Senior Banquet (Thursday, May 5, 2016 – 5:30pm-7:30pm – PPG Alumni Center)**

Theresa Garcia announced that tickets for the Senior Banquet will go on sale after 4/1, when Spring Break ends. Ticket prices will be: \$10 graduating seniors and all others \$20.

15. **3/16/2016 Dean's Development Council (DDC) & Academic Dean's Council Meeting (ADC):**

Both the DDC and ADC meetings were cancelled for members to attend the Kyoto Prize Symposium Lecture.

16. **SDSU Georgia Program**

The Dean updated the Committee that classes started in Georgia on 2/29/2016 and will finish in June. Next year, Electrical & Computer and Construction courses will start. Construction has started on the Structural and Geotechnical labs. As of 3/15/2016, over a hundred students have paid a \$100 deposit for attending the SDSU Georgia Program and this is without any guarantee that they will be eligible for scholarship.

17. **Roundtable**

Dean Mehrabadi – The Engineering Commencement will be on Saturday, May 14, 2016 from 5:30pm-7:30pm (Faculty and Staff should be at the Ceremony by 5:00pm) in the Viejas Arena. The Dean asked the Chairs to add this to their calendars and encourage all faculty to attend the Commencement ceremony. He emphasized that it is very important for our graduating seniors to see their professors attend their graduation.

Dr. Janusz Supernak – Dr. Supernak attended the E-Day at the Chula Vista mall, on Saturday, March 14, 2016. He mentioned that it was very well attended with Civil Structural groups providing displays at the event..

Theresa Garcia – Theresa announced that the Dean's Ping Pong Tournament will be held from 11:30am-1:30pm, on Wednesday, April 13th, in Montezuma Hall. As well, SWE is having an Engineering competition on Saturday and Sunday and they are in need of judges.

Having gone through all the items on the agenda, Dr. Janusz Supernak moved, Dr. Allen Plotkin seconded and the Committee unanimously agreed to adjourn the meeting at 4:15pm.

Submitted by Marcie Morihoro, March 20, 2016.