

Executive Committee Meeting Minutes

Wednesday, April 6, 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

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

1. **Approval of 3/2/2016 & 3/16/2016 Executive Committee Meeting Minutes**

The 3/2/2016 & 3/16/2016 Executive Committee Meeting minutes were unanimously approved by all present.

2. **CoE Development**

On behalf of Dan Montoya, CoE Senior Director of Development, the Dean asked the Department Chairs to e-mail Dan (and 'cc' the Dean and Marcie Morihoro) specific Departmental scholarship opportunities. Dan has been receiving requests from donors for scholarship funding opportunities.

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

The Dean received Tenure-Track Faculty Request Forms from CCEE, ECE and ME. The AE Department is still finalizing their requests and were given an extended deadline of Friday, April 8. [4/8/16 Update – AE Department submitted their forms on 4/8/16]. The Dean mentioned that some of the Department Request Forms did not have strong arguments in comparison to other Departments and that he would return the forms to those Chairs for an opportunity to strengthen their arguments.

4. **Status of Faculty Hires**

The Dean informed the Committee that all positions are in various stages of approval and some offers have already been extended to candidates. Offers to Drs. Matthew Verbyla (CCEE) and Joaquin Camacho (ME) are on hold due to the expected high costs of renovations for their wet labs and fume hoods. The Dean is meeting with Dr. Radmila Prislina, AVP Academic Affairs Resource Management and Jeff Brown, Director of Project Management, at 5:30pm, 4/6/2016, to further discuss the costs and funding source [4/18/16 Update – The cost for converting the space into two wet labs with fume hoods is estimated to be a little over \$1M. This cost will be shared by the College (\$400K), the AVP for Research (\$200K), and Academic Affairs (\$400+K)].

5. **CoE Information Brochure**

The deadline for submitting updated Departmental information for the CoE brochure was extended to Wed 4/20/2016. [4/15/16 Update: Department Chairs have requested a template for the information to be updated in the CoE Brochure. This will be discussed at the 4/20/16 Exec. Comm. Mtg.]

6. **Fire Safety Corrections (Due March 30)**

The CoE received an inspection memo from the State Fire Marshall dated 3/15/2016, with Fire Safety Corrections for AE, CCEE & ME rooms in the Adams Humanities (AH) building. Marcie Morihoro sent a memo and spreadsheet of the corrections that needed to be made to the Department Chairs on 3/22/2016 with a deadline of March 30, 2016. Marcie received a response from ME and corrections have been made, both AE & CCEE are to work on the corrections. [Update 4/15/2016 – Department Chairs have reported that work on correcting all AH Engineering rooms has been completed. The Dean continues to work with Dean Stanley Maloy in the College of Sciences on possibly storing chemicals located in AH 3137 to a room in Sciences. Marcie has sent a memo to Kristen Ross, Occupational Safety Manager, in Environmental Health and Safety with the updates].

7. **Chancellor White Visit**

Theresa Garcia submitted information on Engineering Sophomore SURGE, PACES and Student Success Fee Projects. Theresa received a call from the Chancellor's Office that this information will be included in an upcoming article.

8. **Peer Advising Center for Engineering Students (PACES) Funding for 2016-17**

Theresa Garcia informed the Committee that in order for PACES to continue for the 2016-17 academic year, she will need \$10,200 for (3) advisors or \$13,600 for (4) advisors which is preferred by May 2, 2016. Theresa asked if Departments could contribute some funds, as well, the Dean will see if there are any funds that can be contributed from the Dean's Office.

9. **SWE Engineering Design Challenge – April 8-9, 2016**

SWE is in need of Faculty judges at the SWE Engineering Design Challenge taking place on 4/8-4/9/2016. The judging would be a 2-hour commitment. Theresa asked if the Chairs could please share this information with their Faculty (as of 4/6, Theresa has not heard from any Faculty).

10. **Engineering Dean's Ping Pong Event – April 13, 2016**

Theresa Garcia reminded the Committee of the Engineering Dean's Ping Pong Event, taking place on Wednesday, April 13, 2016, from 11:30am-1:30pm, in the ASU Montezuma Hall.

11. **Engineering Dean's Advisory Board Meeting – May 4, 2016**

The Engineering Dean's Advisory Board Meeting is taking place on Wednesday, May 4, 2016, from 8:30am-1:15pm, in the ASU Templo Mayor Conference Room.

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

Marcie Morihiro updated the Committee that the Engineering Design Day booklet is almost finalized and an e-mail has gone out to the Design Faculty on instructions for teams to print posters for placing on the tack boards at Design Day.

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

Theresa Garcia announced that tickets are now on sale for the Senior Banquet and can be purchased from Donovan Geiger. Ticket prices are: \$10 graduating seniors and \$20 all others.

14. **4/6/2016 Dean's Research Council (DRC) – Cancelled & Academic Dean's Council Meeting (ADC):**

1) **ADC:**

A) **Resource Management:** Dr. Radmila Prislina, AVP Academic Affairs Resource Management, reported (34) successful Faculty searches, (32) searches underway and (8) failed searches.

B) **Concerted Activities:** Dr. Joanna Brooks, AVP Faculty Advancement, commented that it was a hopeful sign with the 48-hour blackout period between CFA and the Chancellor's Office.

C) **Enrollment –** Dr. Sandra Cook, AVP Academic Affairs Enrollment, reported that CSU is constantly changing its targets for CSU campuses. SDSU had to add +100 on FTES and SDSU will be lowering future semesters to balance the additional +100.

D) **SDSU Georgia:** 121 applications have been received and 90 prospective students have ranked SDSU Georgia as their top choice. There are 10 international applications and they are continuing to recruit and advertise the program.

E) **International Programs:** Dr. Alan Sweedler, AVP Office of International Programs, announced that 100 Faculty-led programs have been approved and he will be sending e-mails to those Faculty.

F) **Special Topics:** i) Nobel Laureate Richard Schrock will be giving a lecture on Wednesday, April 6, 2016, from 3:00pm-4:00pm; and ii) Mission Valley Development/Qualcomm site is 20-30,000sqft and could house a building that could accommodate wet/dry lab needs. Dean Mehrabadi spoke with Dean Maloy about doing a proposal for this building.

15. **Roundtable**

Dr. John Abraham – Dr. Abraham inquired about the Engineering lab tour on 3/30/16 with Dr. Radmila Prislina, AVP Academic Affairs Resource Management and Lesley Bryant, Director of Academic Resources. The Dean informed the Committee that they were mostly interested in the lab renovation and conversion space for CCEE and ME.

Dr. Chris Mi – Dr. Mi inquired about the Outstanding Student Award process. Theresa Garcia explained the process in detail. Dr. Mi also confirmed with the Dean that the Department Chairs need to be present at the 5/4/16 Engineering Dean's Advisory Board Meeting. Marcie will send out a Google invite for attendance.

Theresa Garcia – Theresa announced that SDSU Explore was a success and will work on having larger classrooms for the Departmental information sessions.

Having gone through all the items on the agenda, Dr. John Abraham moved, Dr. Allen Plotkin seconded and the Committee unanimously agreed to adjourn the meeting at 2:57pm.

Submitted by Marcie Morihira, April 15, 2016.