

**Executive Committee Meeting
Minutes**

Wednesday, June 8, 2016

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

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

Absent: Theresa Garcia (vacation)

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

1. **Human Resources Training – Clarence Singh, Employment & Classification Manager**

Clarence Singh, Employment & Classification Manager, Center for Human Resources, gave a presentation on Performance Management & Evaluation of employees. Annual evaluations of employees are to cover July 1, 2015 – June 30, 2016 and are due to Human Resources by July 31, 2016. Human Resources will be sending an e-mail to each manager with a list of the employees that need an evaluation.

2. **CoE Development – Dan Montoya, CoE Senior Director of Development**

Dan Montoya provided the following Development updates and information requests from Chairs:

i) Dan would like to have individual meetings with Chairs and Alumni to continue building the Engineering pipeline; ii) if there are any research updates, Dan asked that the Chairs e-mail him updated information; iii) Dan will be e-mailing impact reports for endowed positions to the Chairs, which are due back to Dan by July 10, 2016; iv) there is one year left in the SDSU Campaign with approximately \$690M raised and an ultimate goal of \$750M by next year; v) the College of Engineering met and exceeded its goal of \$10M for the 2015-16 fiscal year; and vi) Dan has set up a LinkedIn account for the College of Engineering and the membership has grown to 600 Engineering alumni.

3. **Engineering/German Double Major**

Dean Mehrabadi and Dean Norma Bouchard, College of Arts & Letters, have been working on a 5-year Engineering/German double major degree. Dean Bouchard's email regarding a general curriculum plan for the German courses, based on a similar double major at the University of Connecticut was forwarded to the Chairs. The Dean asked the Chairs to review and discuss this among their faculty before the Committee deliberates the issue at a future meeting.

4. **Status of Faculty Hires**

The Dean updated the Committee on the status of faculty hires:

1) The Provost is doing the faculty request lines in (2) phases. The CoE has been given (2) new positions for 2016-17, and the CoE still has (3) existing positions from last year: AOE Smart Health Institute, AOE Blue Gold, and CEM Chair. It's possible that there may be an additional (4) faculty lines available as a competition between all Colleges. The Dean is putting together a report that lists the retiring CoE Faculty and the critical needs of the College to try and get more positions for the CoE.

2) There are (5) new Faculty starting in Fall 2016, with one deferment to Fall 2017.

3) For 2015-16, there are (3) failed searches: Integrated Circuits for AOE Smart Health Institute, Associate Dean (this position has been re-structured into (2) internal positions: Graduate Affairs & Research and Undergraduate Studies) and CEM Chair.

4) Dr. Plotkin updated the Committee that (3) AE Technician on-campus interviews are being scheduled. [Update 6/17/2016 – All (3) interviews taking place on Friday, June 17, 2016].

5. **Faculty/Staff Retreat – Mon, August 22, 2016, 8:30am-1:00pm – Bioscience Gold Auditorium**

6. **Engineering Gathering – Mon, August 22, 2016, 5:30pm-7:30pm – Gordon Biersch Restaurant**

7. **Engineering Advisory Board Meeting – Fri, November 4, 2016, 8:30am-1:30pm Aztec Student Union Center, Templo Mayor Conference Room**

8. **2017 Engineering Design Day – Wed, May 3, 2017 – 1:30pm-3:30pm – Montezuma Hall**

9. **6/1/16 Dean’s Research Council (DRC) & Academic Dean’s Council (ADC)**

1) **DRC:**

A) **Funding of JDP students for Areas of Excellence (AOE):** Dr. Steve Welter, VP Research & Dean of Graduate Affairs, is discussing stipends for JDP students associated with the AoEs.

B) **Equipment Fund:** Dr. Welter has some funds for equipment (\$200K). He asked that the Deans send in their requests rather than individual faculty contacting him.

C) **Graduate Student Enrollment:** Colleges were asked to recruit more tuition paying international students.

D) **Spring Admissions for Graduate Students–** There is a discussion of allowing spring admission for graduate students, however, the Registrar’s Office is pushing back because it is very difficult to administer two waves of applicants.

E) **Office of Naval Research (ONR):** ONR is interested in funding an undergraduate Engineering research program for a Hispanic minority institute. The Dean mentioned that SDSU was ranked 19th in 2014 for the number of degrees granted to Hispanics. The Dean participated in a Skype call with ONR to see if there’s interest from SDSU and for SDSU to know what is involved. John Crockett, Director, Research Project Development, has scheduled an ONR SDSU campus visit on June 21, 2016. The Dean, Theresa Garcia, Natasha Celise-Forbes, and Dan Montoya will meet with the visiting ONR team and several Engineering faculty will showcase their labs.

2) **ADC:**

The Fall 2016 Faculty promotion data was discussed and a report was given to each of the Colleges.

10. **Roundtable**

No items were brought up for discussion during the Roundtable session.

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 3:41pm.

Submitted by Marcie Morihiro, June 17, 2016.