

## **Executive Committee Meeting Minutes**

Wednesday, July 6, 2016  
2:00pm, E-203 Dean's Conference Room

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

**Absent:** Drs. C. Mi (conference)

**Guest:** Dan Montoya, CoE Senior Director of Development

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

### **1. Development Update - Dan Montoya, CoE Senior Director of Development**

Dan Montoya, CoE Senior Director of Development, provided the following Development updates:

1) CoE met and exceeded the EIS Complex \$10M fundraising goal for 2015-16; and 2) Dan asked that the Department Chairs provide him with an updated Department Advisory Board Member list and to think of ways to engage the Department Advisory Boards and Alumni with their respective Departments.

### **2. Engineering Scholarships**

Theresa Garcia and Dan Montoya spoke about Engineering scholarships: 1) Theresa gave Department Chairs a full list of Engineering scholarships that were run from the financial USMS system. She asked the Chairs to review the list and submit updates to her; 2) Theresa and Dan stressed the importance of each of the scholarships being awarded to a student on an annual basis so that donors will continue to fund the scholarships; 3) For scholarships that fall under the College, Theresa will receive the applications and essays of the applicants and she will forward a packet to the Scholarship & Awards Committee who will then identify the top (3) candidates for each scholarship, in the event that the top candidate does not satisfy all the requirements for a scholarship and is disqualified the next candidate on the list will receive the scholarship; and 4) For scholarships that fall under the Departments, the Department Chairs will be designated as the Selection Committee Chair and Theresa will ask the Scholarship Office to update the USMS system to reflect this. The Department Chairs can then have the Department Awards Committee or other designee(s) of choice to review the applicants and make selections (along with alternate selections, in the event that the top candidate does not satisfy all the requirements for a scholarship and is disqualified) for receiving each of the scholarships.

### **3. Approval of 6/8/16 & 6/22/16 Executive Committee Meeting Minutes**

The 6/8/16 Executive Committee Meeting minutes were unanimously approved. For the minutes of 6/22/16, Theresa Garcia noted that Item #5 – Engineering Scholarships was incorrect and Theresa announced a corrected version that the Committee agreed upon. With the correction to Item #5, the Committee unanimously approved the 6/22/16 minutes. Marcie Morihoro will send out an updated version of the 6/22/16 minutes.

### **4. 2016/17 FTES Targets**

The Dean distributed a memo from Academic Affairs that listed the Colleges 2016-17 FTES targets. For the 2016-17 academic year, the Dean had requested an FTES increase comparable to the SDSU average increase of 2.5% which is much less than the 10% increase per year of recent years. The College enrollment target for 2016-17 is therefore set at +2.5% (about 30-32 more FTES from 2015-16). For summer 2016, Engineering increased its FTES by 20, and PSFA was the only other College who had an increase in its FTES, the remaining Colleges had a decrease in their FTES.

5. **Draft of CoE Information Brochure**

Marcie Morihiro handed out an updated draft of the CoE Information Brochure and the Committee members reviewed and provided edits and updates. The next draft will be distributed at the 8/3/16 Executive Committee Meeting.

6. **PACES**

Theresa Garcia announced that \$7,750 of the \$12,117 needed to fund PACES for the 2016-17 academic year was provided as a one-time usage from the CoE Student Success Development Fund.

7. **2016-17 CoE Important Dates to Remember:**

- **Aug 22, 2016 (Mon)** – 8:30am-1:00pm - **Faculty/Staff Retreat**– Bioscience Gold Auditorium
- **Aug 22, 2016 (Mon)** – 5:30pm-7:30pm – **Engineering Gathering** - Gordon Biersch Restaurant
- **Nov 4, 2016 (Fri)** - 8:30am-1:30pm - **Fall 2016 Engineering Advisory Board Mtg** – Aztec Student Union Center, Templo Mayor Conference Room
- **March 2017** – Explore SDSU (Date to be confirmed)
- **May 3, 2017 (Wed)** – 8:30am-1:30pm – **Spring 2017 Engineering Advisory Board Mtg** – Aztec Student Union Center, Templo Mayor Conference Room
- **May 3, 2017 (Wed)** – 1:30pm-3:30pm – **2017 Engineering Design Day** - Aztec Student Union Center, Montezuma Hall
- **May 4, 2017 (Thu)** – 5:30pm-7:30pm – **2017 Senior Banquet** – PPG Alumni Center
- **May 12-14, 2017** – 2017 Engineering Commencement (date to be confirmed)

8. **7/6/16 – Academic Dean’s Council (ADC)**

**A) Advising Issues:**

1) Advising Structure – The University is reviewing the advising policies of various Colleges and is considering centralizing advising within Colleges. Engineering will need to submit a document describing the current advising policy within the College of Engineering and plans for improving it. Among various Colleges, Business seems to have a more centralized and formal advising structure which has helped them increase the retention and graduation rates of their students. Theresa Garcia will look into the College of Business Administration advising program and will put together a budget to implement in Engineering. Theresa will e-mail the proposal to the Dean and Chairs for review.

2) Super Seniors – Sandra Cook, AVP, Academic Affairs – Enrollment Services is looking at all SDSU students with 150+ units and (50) of these students are ready to graduate and she is helping others to graduate in December 2016.

3) Students in Pre-Major Status – The University is trying to increase the graduation rate by decreasing the time that students stay in pre-major status. The Colleges of Business and Health & Human Services are pro-active in moving pre-major students who are in trouble into an undeclared major. The CoE will also identify students with low GPAs and will move them to undeclared majors, or majors that align more with students’ interests. This will improve 4- and 5-year graduation rates.

4) Changing Major – The CoE needs to have a policy in place about changing majors. The new policy should discourage, or prevent students with 100+ units to change majors.

**B) AVP Updates:**

1) Resource Management - Faculty searches have begun early across the University so that the search committee can compile and submit a short list of candidates, including the diversity candidate, by December 15 (for schools that plan to complete their hires during spring semester). Joanna Brooks, AVP, Faculty Advancement, is going to be posting diversity verbiage on the Faculty Advancement website that can be used in classified ads.

2) General Salary Increase (GSI) Letters – The GSI letters will be sent to faculty on 7/19/16 for the 6/30 and 7/1/2016 raises.

- 3) RTP & Mentoring – New RTP and mentoring procedures will be posted on the Faculty Advancement website. For RTP, faculty that are coming up for tenure can have accomplishments in the last (6) years or since graduation, whichever is sooner.
- 4) Faculty Orientation Dates:
  - 8/16-8/18/16 (Tue-Thu) – New Hire Faculty Orientation
  - 8/19/16 (Fri) – New/Current Department Chair Orientation
- 5) Graduate Enrollment – Enrollment has increased campus wide and Steve Welter, VP for Research & Dean of Graduate Affairs, thanked Dr. Ed Balsdon, Associate Dean, Graduate & Research Affairs, College advisors and Chairs for their assistance.
- 6) Summer Enrollment – Enrollment is at 91.2% of the 2015 enrollment and University wants higher summer enrollment. Departments should consider offering popular Upper Division and 500-level courses during the summer. This would also help reduce the size of classes during the fall and spring semesters.
- 7) Article 21 – Deans were reminded that according to Article 21 if there are less than 20 students in a course offered over the summer, the University may or will lower a faculty's salary (not less than \$6,500).
- 8) University Archive – Dean Gale Etschmaier, Library & Information Access, spoke about the University archive policy, as one College/Department placed RTP personnel files in the archive that the public had access to.

**C) SDSU Georgia Program**

SDSU is negotiating the new budget with the government of Georgia. Georgia wants SDSU to commit to a second and third cohort at the same time. The publicity for the Program is going well and has been keeping the Program going.

9. **Roundtable**

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

Having gone through all the items on the agenda, Theresa Garcia moved, Dr. Janusz Supernak seconded and the Committee unanimously agreed to adjourn the meeting at 4:00pm.

Submitted by Marcie Morihoro, July 18, 2016.