

## **Executive Committee Meeting**

### **Minutes**

Wednesday, September 21, 2016

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

**Present:** Dean M. Mehrabadi, Drs. J. Abraham, C. Mi (via phone), E. Olevsky, P. Lu, J. Supernak; Theresa Garcia and Marcie Morihoro

**Guests:** College of Extended Studies Staff: Johanna Gleason – Sr. Director Academic Programs, Jaime Groth – Program Director, Casey Rothenberger – Program Director, Becky Ryan – Sr. Program Director, Program Development & Administration, and Luis Vega – Asst. Director Faculty-Led Study Abroad Programs

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

#### **1. College of Extended Studies (CES)**

The CES Staff: Johanna Gleason, Jaime Groth, Casey Rothenberg, Becky Ryan and Luis Vega were present to have an open ended discussion on collaborative options between CES and Engineering programs. The following ideas were discussed:

A) Luis Vega suggested that Engineering could possibly add another study abroad program for 2018. Luis will be attending the 10/4/16 CoE Faculty Meeting to further discuss Faculty-Led Study Abroad Programs.

B) Dr. Ping Lu recently attended a meeting at Northrop Grumman (NG) and part of the discussion was brainstorming about ideas for continuing education for NG employees. Dr. Lu and CES Staff discussed the possibility of offering Master's Program and offer the courses on site at NG, in conjunction with courses on SDSU campus. Dr. Lu mentioned that CES can also look to SPAWAR, General Atomics, United Technologies, etc., and smaller companies for Master's Program enrollees, as most companies will pay full tuition for company employees.

C) Dean Mehrabadi commented that the Departments can hire lecturers from industry to teach the CES programs/courses to alleviate the teaching load of the CoE research active faculty. The Departments receive revenues directly from the CES which can help the Departments financially.

D) Dr. Chris Mi mentioned that the ECE Department is working on a Master's and Certificate Program and will be in contact with the CES Staff when the Department is ready to roll out the programs. Dr. Mi also mentioned a partnership with Beijing Jiaotong University which involves students from that University studying at SDSU.

E) The CES Staff mentioned that they can also assist with offering conferences and workshops for continuing education units and the CES has a classroom that can hold up to 200 participants.

F) CES used to hold Fundamentals of Engineering (FE) training to pass the Professional Engineering exam and they thought this was a good project for Engineering to start again. Dean Mehrabadi asked Dr. Janusz Supernak to take the lead on working with the CES Staff to re-start training courses for the EIT and PE exams.

G) Casey Rothenberg is the Engineering contact for any questions or assistance needed in regards to starting CES courses/programs: [crothenb@mail.sdsu.edu](mailto:crothenb@mail.sdsu.edu) or 619-594-2520.

#### **2. Approval of 9/7/16 Executive Committee Meeting Minutes**

The Committee unanimously approved the 9/7/16 minutes with a couple of minor edits to items #4 & #8.

#### **3. Faculty Evaluations**

Theresa Garcia distributed to the Committee an updated draft of the Faculty Evaluation questions and incorporated the changes/suggestions received from the Faculty via Drs. Abraham, Lu and Supernak, Theresa is still awaiting feedback from the ECE Department which is meeting on Thursday, 9/22/2016.

One faculty member requested that the following Student Information Question be included: "How frequently did you attend course meetings? (Options: I did not attend, I attended fewer than half of the

course meetings, I attended 50-75% of the course meetings, I attended almost all of the course meetings, I attended all of the course meetings.)”. The Executive Committee unanimously voted to not include this question on the evaluation.

As soon as Theresa receives feedback from the ECE Faculty she will update the Faculty Evaluation Questions and e-mail them to the Executive Committee for final approval.

[9/29/2016 Update – On 9/22/16 Theresa received the following ECE Faculty suggestions via Dr. Mi:

1. Change the question "How much effort did you put into this course? (Options: Very little effort, some effort, a lot of effort)" to "How many hours per week did you put into this course?"
2. Suggested a question for the survey: “How prepared and organized was the course instructor”

Theresa Garcia found the closest renditions to the questions above provided by the University Senate and e-mailed the following (2) questions to the Executive Committee to vote on inclusion in the final Faculty Evaluation Questions:

1. “How many hours per week do you spend on work related to this course, not including course attendance? (Options: 0, 1-2, 3-4, 5+)”
2. “How prepared and organized was the course instructor? (Options: 1=poor, 2=below average, 3=average, 4 = good, 5 = excellent, NA/Does Not Apply)”

The Executive Committee unanimously voted “yes” to both questions above and Theresa Garcia is moving forward with creating the new Engineering Faculty Evaluation template in WebPortal by the October 1, 2016 deadline.

## **5. Catalog Changes**

Theresa Garcia provided a handout to the Committee regarding suggested items to be added to future catalogs for the Committee to review and vote on:

- 1) The Committee unanimously voted “yes” to add the following changes suggested by Dr. Sandra Cook, AVP Academic Affairs – Enrollment, to the catalog as soon as possible:
  - A) “A double major in more than one Engineering Department is not allowed.” This change will be added to the catalog at the Department levels.
  - B) “A minor in Engineering is not allowed when the primary major is an Engineering major.” This change will be added to the catalog at the College level.
- 2) The Office of Advising & Evaluations suggested that Engineering add a section that all Engineering majors make reasonable progress towards the degree or the students may be removed from the Engineering pre-major and placed in undeclared major. The Committee unanimously voted “yes” to combining the following two suggestions into one catalog item (Theresa will e-mail a draft of the combined item to the Committee for a final vote):
  - 1) “The Engineering programs expect that all majors will make reasonable academic progress toward the degree. Engineering pre-majors who have completed major preparatory courses, earned 60 units, but have less than a 2.5 cumulative GPA (Theresa to double check is this should be 2.5 or 2.7) may be removed from the Engineering pre-major and placed in undeclared”; and
  - 2) “The Engineering programs expect that all majors will make reasonable academic progress toward the degree. Engineering pre-majors who have earned 60 units have not completed major preparatory courses and/or have less than a 2.5 cumulative GPA may be removed from the Engineering pre-major and placed in undeclared.”

## **6. CoE Advising Structure**

- 1) Theresa Garcia thanked the Department Chairs for reminding Faculty & Staff about the Provost Advising Structure Seminars, Theresa saw several Engineering Faculty & Staff present at the seminars.

2) Theresa Garcia announced that PACES is seeing more Engineering students. However, some students are upset as their Department Advisors are sending them directly to PACES regardless of their class level. Theresa asked the Department Chairs to please remind Faculty that they still need to advise their students. Dean Mehrabadi added that PACES can focus on advising of pre-majors but questions regarding courses in the major are best addressed at the Department level.

7. **Sabbatical & Difference-in-Pay Leave Applications**

The Dean reminded the Department Chairs that the Sabbatical & DIP Leave applications are due to Marcie Morihoro, in the Dean's Office, by end of day, Wednesday, 10/5/2016. Each of the Chairs provided an update on the number of applications received by the September 16, 2016 deadline.

8. **5-Term Class Schedule Publication**

Enrollment Services and Academic Affairs have approved the publishing of 5-terms of class schedules to allow students to plan for 2-3 years out and it will give the Departments a rough draft to follow. The scheduling of 5-terms is to begin soon.

9. **Summer 2016**

The Dean informed the Committee that the CoE lost a considerable amount of revenue for Summer 2016, as the expenditure for faculty salaries was \$228K and revenue was in low \$100K range. For Summer 2017, the Dean has asked the Chairs to consider faculty salaries when making the Summer schedule and the number of students a course needs in order for the class to break even and if it looks like the class won't hit the number of students needed, the class should be cancelled before 15 students enroll.

10. **2016-17 CoE Important Dates to Remember:**

- **Oct 4, 2016 (Tue)** – 11:00am-12:00pm – **CoE Faculty Meeting** – Bioscience Center
- **Nov 4, 2016 (Fri)** – 8:30am-1:30pm - **Fall 2016 Engineering Advisory Board Mtg** – Aztec Student Union Center, Templo Mayor Conference Room
- **Mar 18, 2017 (Sat)** – 8:00am-2:00pm - **Explore SDSU**
- **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 13, 2017 (Sat)** – 5:30pm-7:30pm – **2017 Engineering Commencement** – Viejas Arena

11. **9/21/16 – Dean's Development Council (DDC)**

1) **DDC**

A) **SDSU Campaign** – There will be a final celebration in April 2017 for the SDSU Campaign which will exceed \$750M.

B) **EIS Complex** – A Topping-Off Ceremony is being held at the EIS Complex on October 27, 2016, with a ceremonial signing of the last beam that is being placed.

C) **Visit by Chair of CSU Board of Trustees** –The Chair of the CSU Board of Trustees will be visiting the SDSU campus in early October and has shown interest in seeing one laboratory in Engineering and one laboratory in Sciences.

13. **Roundtable**

**Dr. Eugene Olevsky** – 1) JDP Faculty Orientation meeting was held last Friday and 20 faculty attended; 2) 9/23/16 –JDP Student Orientation will be held; 3) Dr. Olevsky followed up on changing the name of the Ad-Hoc Graduate Studies & Research Programs Committee to Engineering Graduate Council; 4) Dr. Ed Balsdon, Associate Dean, Graduate & Research Affairs, will be attending the

October Graduate Studies & Research Programs Committee meeting with the following objectives: i) help graduate advisors; ii) collection of statistical data for various data reporting; iii) determine the data that is most important for rankings; iv) ways to show success of JDP Program; v) determine target numbers for graduate student enrollment; and vi) recruitment strategies for attracting quality graduate students; 5) The Dean and Dr. Olevsky discussed various resolutions for issues with obtaining data to report on the ASEE surveys that are used by the US News & World Report; 6) The JDP deadline is more broad now, so if a Faculty member wants to bring a JDP student prior to the February deadline, Dr. Olevsky and Donovan Geiger can start their paperwork early; 7) A summer undergraduate research program was mentioned at the Roundtable and Dean Mehrabadi asked Dr. Olevsky to look into a possible Engineering summer undergraduate research program; and 8) The subject of IGERT was mentioned by Dr. Olevsky, too.

Dr. John Abraham – Discussed the progress of the Engineering chemical inventory.

Dr. Ping Lu – Dr. Lu visited and presented at Northrop Grumman on AE Consortium of Service Training. The sector President from Redondo Beach was present and had similar thinking and would like Dr. Lu to give a presentation at the Redondo Beach office to the President and upper administration. Dr. Lu also mentioned that Northrop Grumman has a training center in San Diego that students and faculty who are on sabbatical can utilize.

Dr. Chris Mi – 1) Proposals in microelectronics and communications have been submitted to Sony Corporation; 2) Dr. Mi inquired about College funds being available to cover the software costs for faculty; and 3) Mark Bruno had a large amount of equipment marked for surplus on the 1<sup>st</sup> floor of the Engineering Building and half of the equipment was taken over the weekend. Mark has filed a police report with Public Safety and has asked that if anyone has the equipment to return it to the 1<sup>st</sup> floor, no questions asked.

Marcie Morihoro – The new roofing project for Engineering is scheduled to begin in early October.

Having gone through all the items on the agenda, Dr. Chris Mi moved, Dr. Janusz Supernak seconded and the Committee unanimously agreed to adjourn the meeting at 4:35pm.

Submitted by Marcie Morihoro, September 29, 2016.