



SAN DIEGO STATE
UNIVERSITY
College of Engineering

EXECUTIVE COMMITTEE MEETING MINUTES

Wednesday, October 5, 2016
2:00pm, E-203 Dean's Conference Room

Attendees: Dean M. Mehrabadi, Drs. J. Abraham, C. Mi., E. Olevsky, P. Lu, J. Supernak; Theresa Garcia and Marcie Morihoro

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

1. Approval of 9/21/16 Executive Committee Meeting Minutes

Minutes will be approved via e-mail to allow more time for review. [Update 10/13/2016 – The minutes was e-mailed to Faculty & Staff after it was approved by the majority of Committee members].

2. Strategic Planning and Future Direction for Research

The Dean provided the following update:

A) The Provost and Dr. Steve Welter, VP for Research & Dean of Graduate Affairs, had individual meetings with Deans to discuss their individual goals and vision of research for their Colleges. There may be funds available for investing in new faculty lines in addition to the 300 faculty lines that are being hired in the course of implementing the 2013-18 University Strategic Plan. The Dean asked the Department Chairs to work with their respective faculty to develop a strategic plan to expand the critical research areas in their Departments. The plan should address future directions of research (rather than existing curriculum requirements) and identify new faculty lines that, if added, could have a significant impact on the expansion of critical research areas within their Departments, the College, and the University. The deadline for the submission of the departmental strategic plan for research to the Dean's Office is Tuesday, November 1, 2016. The Dean and the Associate Dean will review the plans and develop an integrated College vision and plan for expanding 5-6 research areas and submit it to the Provost and Dr. Steve Welter around mid-November.

3. Academic Processes Workshop on Five Term Class Schedule Publication

The Dean announced that there is an important Academic Processes Workshop on the Five Term Class Schedule Publication on Friday, October 21, 2016, from 2pm-3pm in North Education, Room 60. The Dean encouraged the Executive Committee members and Department Coordinators to attend. The five term schedules will be published to help students plan for coursework and internships. It will also help estimate the demand for the courses because the students will have an opportunity to create a wishlist.

4. "Towards" 120-Unit Proposals

The Dean spoke about the SDSU GE Committee and Curriculum Committee and how they are making it difficult to pass the "towards" 120-unit proposals. The Committee would rather Engineering reduce the number of Engineering courses rather than reducing the number of general education courses. They are concerned that reducing general educational courses will

set a precedent that other Colleges may follow. CoE has the same amount of Engineering credits as other universities but SDSU students have to take way more general education courses than other universities. The GE Committee informed us that they will work with Dr. Nora Shultz, AVP – Division of Undergraduate Studies, to get the proposals passed, but the deadline for inclusion in the 2017-18 General Catalog has passed.

5. **Faculty Evaluations**

Theresa Garcia provided an update regarding the Faculty Evaluation questions that were uploaded to WebPortal. The CoE was over by one question as Theresa had added the question “How many hours do you spend on the course?” as suggested by Faculty, so Theresa removed the student information question, “When do you plan to graduate?”, as we can look up this information ourselves in WebPortal. The evaluations are in WebPortal and will be activated on Friday.

6. **Catalog Changes**

Theresa Garcia announced that the CoE missed the 2017-18 Catalog change deadline and the deadline to make changes to the 2018-19 catalog opened on Monday. Theresa asked the Department Chairs to please add the Catalog changes that were discussed at the 9/21/2016 Executive Committee Meeting. Theresa confirmed that the 2.7 GPA will be in the 2017-18 catalog.

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

Marcie Morihiro confirmed that all Sabbatical & DIP applications from Departments were received. The next step is for the applications to be reviewed and ranked by the College Scholarship and Awards Committee.

8. **2016-17 CoE Important Dates to Remember:**

- **Nov 4, 2016 (Fri) - 8:30am-1:30pm - Fall 2016 Engineering Advisory Board Mtg – Aztec Student Union Center, Templo Mayor Conference Room**
- **Dec 13, 2016 (Tue) – 11:30am-1:00pm – CoE Holiday Luncheon– Cuicacalli Private Dining 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**

9. **10/5/16 – Dean’s Research Council (DRC) & Academic Dean’s Council (ADC)**

1) **DRC**

A) The Provost and Dr. Steve Welter, VP for Research & Dean of Graduate Affairs, will meet with the Deans of each College to discuss Faculty “mini-clusters” and integrated college visions.

B) Dr. Steve Welter will announce a call for equipment fund request. There is a total of \$300K-\$500K available for this purpose and the minimum amount requested should be \$30K. The Research & Graduate Affairs Office will announce this RFP within the next month. The Dean asked Chairs to notify Faculty so they prepare to apply for this opportunity.

C) EndNote and Qualtrix Software – Dr. Suchi Ayala would like to know if Engineering faculty are interested in these applications. Chairs are to ask Faculty if they are interested.

2) ADC

A) The Deans were asked to provide a brief report on their Colleges. The Provost is focused on the Academic Advising structure and Dean Mehrabadi spoke about the success of PACES. He also announced the implementation of the CoE unified Assigned Time Policy in Fall 2016 and how the new (19) faculty are helping change the culture of CoE and research funding.

B) Faculty Advancement – Dr. Joanna Brooks, AVP – Faculty Advancement, Academic Affairs, provided information on grievances and that the average grievances per year is 8. Last year they had (12). Only 40% are sent to arbitration and majority proceed to Level 1. Dr. Brooks stated that 27% of the grievances are from lecturers and 25% are for RTP reasons and 15% are Discrimination Harassment & Retaliation (DHR).

C) Enrollment – 150+ student report is due so students file for graduation before January 31st. The sophomore retention has increased to 89.7%; 90.9% for retention of African Americans; and 89.5% for the retention of Native American Indians.

D) Resource Management – Dr. Radmila Prislín, AVP Resources – Academic Affairs and Agnes Wong Nickerson, AVP Financial Operations, held a Budget 101 workshop.

E) Dr. Nora Shultz, AVP – Division of Undergraduate Studies – GE Committee is working on activity to transform the GE curriculum. They are inviting faculty to join.

F) Research Success Rate for GREW – 50% of people who participated in GREW were able to get research funding.

G) Areas of Excellence (AOE) hires have a higher rate of success than other groups of faculty at SDSU.

H) Lecturer Evaluations – Dr. Joanna Brooks said that Department Chairs should not hesitate to mark unsatisfactory on a lecturer's evaluation if they are not performing well.

11. Roundtable

Dr. Janusz Supernak

A) SDSU ASCE has decided to bid to host the national concrete canoe competition for 2017.

B) University Transportation Center, submitted proposal for SDSU to be lead of consortium of 6 universities. SDSU passed first round and has to provide additional information in 2 weeks for a 5-year funding at \$1.5 million per year.

Dr. Eugene Olevsky

Dr. Olevsky is almost finished with quantitative information for ASEE survey, has to work with Graduate Advisors for some of the remaining information that is being requested from ASEE.

There does not seem to be a way to change the layout of some parts of the survey, Dr. Olevsky will contact the ASEE representative to see if there is a way to change the layout.

Theresa Garcia

A) Service Learning Strategic Plan has to be submitted by each College and Theresa is meeting with Dr. Vinod Sasidharan, Associate Professor, Hospitality & Tourism Management to discuss the CoE plan. Theresa needs to know if the Departments have any courses that have a service learning component. She asked the Chairs to e-mail her the course names prior to October 14, 2016.

B) Engineering Student Council has an idea to have a STEM awareness button or ribbon that promotes diversity in Engineering and Theresa asked for the feedback from the Chairs on the idea.

C) BMW Centennial Celebration – BMW has 5 spots for students and 2 for faculty to attend the celebration and BMW is allowing SDSU to bring 9 students that were interested. Theresa Garcia handed out a flyer and asked Chairs to see if any Faculty would be interested in attending.

Dr. Chris Mi

- A) (3) ECE Department seminars completed and two more scheduled for the beginning of next year and speakers will be the VP of Qualcomm (Wireless Mobile Technology) and a DoE Program Manager.
- B) RED (Reforming Engineering & Computer Science Education) Application was declined and Dr. Mi is revising and submitting it again this year.
- C) The ECE faculty search is underway.
- D) ECE is trying to reform the Graduate Master's program and removing the comprehensive exam option.
- E) The Department is working on improving undergraduate level studies and is trying to regroup some of the classes and work on the Senior Design courses.
- F) Dr. Mi inquired about how to add lab fees to a course and Dean Mehrabadi explained the process.

Dr. Ping Lu

- A) AE Department thinking of reforming the AE Master of Engineering and removing Plan B which has a comprehensive exam. Trying to make it a course-only Masters Degree.
- B) Dr. Lu headed a group project that was given the Innovation Group Achievement Award by the Director of NASA Johnson Space Center in September 2016.

Having gone through all the items on the agenda, Dr. Chris Mi moved, Dr. John Abraham seconded and the Committee unanimously agree to adjourn the meeting at 3:58pm.

Submitted by Marcie Morihoro, October 17, 2016.