



SAN DIEGO STATE
UNIVERSITY
College of Engineering

EXECUTIVE COMMITTEE MEETING MINUTES

December 7, 2016

2:00pm, Dean's Conference Room

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

Excused: Dr. Eugene Olevsky (Conference)

Dean Mehrabadi called the meeting to order at 2:01 pm

1. **Teaching Methods to Improve Student Success** –

Dr. Subrata Bhattacharjee presented on his teaching methods for improving Student Success in his ME 350 course. Dr. Bhattacharjee's DFW rate was greatly reduced due to the utilization of a Blackboard alternative that he developed called ClassTA that students log into and are given a code to join the ClassTA for his course. Dr. Bhattacharjee has a shared folder on ClassTA that includes the syllabus, quiz instruction (and also shows a video of the instructions), how to earn a good grade in the course, and he includes his lecture notes and posts video solutions for students to learn various topics. Through ClassTA the students are able to see a histogram of the scores of their quizzes/tests so they know exactly how they are doing in the course. Dr. Bhattacharjee gives a 2-hour quiz once a week online allowing the students to use their textbook or the internet but they are not allowed to complete the quiz as a group. Dr. Bhattacharjee can see how long it takes a student to take the weekly quiz, and if the student finishes the quiz quickly, he knows they received help and he is able to address the issue of cheating with the student. In addition to tracking the completion time of the quiz, he makes a minor change in different versions of the quizzes to deter students from cheating. Dr. Bhattacharjee also has a discussion board on ClassTA to speak about benchmark topics to keep students engaged and also gives hints about what type of material may be covered on the quizzes. Dr. Bhattacharjee utilizes Camtasia software to record his videos.

2. **Approval of 11/16/16 Executive Committee Meeting Minutes**

Minutes unanimously approved by all members present

3. **Reporting Assigned Time (AT) & APDB Reports**

The Chairs were in agreement that they should not separately include supervisory units in the summary report they produce from the Faculty Annual Reports. For future semesters, Chairs will give AT based on faculty research to determine the AT for research (Code 22).

4. **Strategic Planning and Future Direction for Research**

The Dean met with Associate Dean for Graduate Studies and Research and they discussed all strategic areas identified. AE only had one direction submitted; CCEE - Digital Transportation; ECE and ME will each get one direction from the ones the Department submitted. The Dean is working on condensing the report and will be submitting it to Provost Enwemeka and Dr. Steve Welter, VP Research & Dean of Graduate Affairs. [12/30/16 Update – Dean Mehrabadi submitted the report to Provost Enwemeka and Dr. Welter on 12/19/16].

5. **Spring 2017 CoE Faculty Meeting Dates (2/14 & 4/18)**

The dates of the Spring 2017 Faculty Meetings were announced. For those Department Committee Members that are serving on College Committees and terms are expiring in 5/2017, Departments should select new members prior to the 4/18/2017 Faculty Meeting.

6. **Engineering Space Inventory**

Dr. Supernak provided an update that CCEE will meet tomorrow to discuss how the CCEE Faculty would like the state space inventory completed.

7. **Power Outage Update**

Marcie Morihoro reminded the Committee of the Substation A Power Outage taking place, **Dec 31, 2016 (Sat) – 5:00am-11:00am & Jan 2, 2017 (Mon) – 9:00am-3:00pm**. [12/30/16 Update: For 12/31/2016, the times have been changed to 6am-12:00pm].

8. **Roof Update**

Marcie Morihoro informed the Committee that Kitchell Construction is continuing to monitor and place water containment in labs and offices for impending rain storms.

9. **Helpful Tips for Finals**

Theresa Garcia sent an e-mail to the CoE Faculty on Monday, 12/5/16, with suggestions/helpful tips to decrease the chances of Academic Dishonesty (AD) by students during final exams. At the 12/6/16 CoE Faculty meeting, the issue of AD was brought up by Faculty and Dr. Khaled Morsi referenced the AD policy that he uses on his course syllabus. Theresa has asked Dr. Morsi to share his syllabus with her for the wording he utilizes.

10. **Student Success Fee (SSF) Update**

Theresa Garcia updated the Committee on the final SSF awards to students. With a total of \$950K awarded, the CoE students received \$273,641. The distribution among the four CoE Departments is as follows: AE– 36%; CCEE– 22%; ECE– 7%; ME– 33% and CoE– 2%. On Thursday morning, December 8, 2016, Department Coordinators, Theresa Garcia, and Jacqueline Lane will attend a training at Accounts Payable on how to properly monitor the expenditure of the funds.

11. **2016-17 CoE Important Dates to Remember:**

- **Dec 6, 2016 (Tue) – 11:00am-12:00pm – CoE Faculty Meeting** – Gold Auditorium, Bioscience Center
- **Dec 13, 2016 (Tue) – 11:30am-1:00pm – CoE Holiday Luncheon**– Cuicacalli Private Dining Room
- **Dec 31, 2016 (Sat) – 6:00am-12:00pm & Jan 2, 2017 (Mon) – 9:00am-3:00pm – Power Outage**
- **Feb 14, 2017 (Tue) – 11:00am-12:00pm – CoE Faculty Meeting** - Gold Auditorium, Bioscience Center
- **Mar 18, 2017 (Sat) – 8:00am-2:00pm - Explore SDSU**
- **April 18, 2017 (Tue) – 11:00am-12:00pm – CoE Faculty Meeting** - Gold Auditorium, Bioscience Center
- **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

12. **12/7/16 –Academic Dean’s Council (ADC)**

1) **Dr. Steve Welter, VP Research & Dean of Graduate Affairs** – SDSU graduate enrollment applications have dropped to dangerously low levels. The University is down by 54% and Engineering has had a 36% drop. Dr. Ed Balsdon, Associate Dean Graduate and Research Affairs, will be sending an e-mail to Associate Deans and Graduate Advisors of each College breaking down the decrease in enrollment applications in each Department. Dr. Eugene Olevsky, Associate Dean for Graduate Studies and Research, will work with the CoE Graduate Advisors on recruiting students.

2) Provost Distinguished Lecture – Jim Sinegal, CEO of Costco will be giving the Provost Distinguished Lecture on March 1, 2017.

3) DACA (Deferred Action for Childhood Arrivals) Status – President Obama created a new policy calling for deferred action for certain undocumented young people who came to the US as children. In case this policy is abandoned by the new Administration, SDSU will not participate in helping deport DACA students, unless there is a federal mandate.

4) Provost vacation dates - 12/16/2016-1/9/2017

7) Robert Schulz, AVP Real Estate, Planning & Development – Mr. Schultz gave a presentation on why things take so long in having construction projects completed through Project Management. The Dean will be sending a digital copy of the presentation to the Department Chairs.

8) Changemaker Campus Initiative – Ashoka U is an organization that consists of community and university leaders who participate and work collectively to make social innovation and changemaking the new norm in higher education and beyond. Mr. Peter and Mrs. Rachel Zahn are on the board of Changemaker Campus and 37 universities around the world participate. Mr. and Mrs. Zahn gave a presentation last month at SDSU. UCSD has joined and there is still a question on whether SDSU should join.

13. Roundtable

Due to a Council of Chairs meeting scheduled for 3:30pm, the Committee ran out of time to discuss any Roundtable items.

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 3:15pm.

Minutes submitted by Marcie Morihira, December 30, 2016.