



SAN DIEGO STATE
UNIVERSITY
College of Engineering

EXECUTIVE COMMITTEE MEETING MINUTES

January 18, 2017

2:00pm, Dean's Conference Room

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

Guests: Student Disability Services Department - Pamela Starr – Director; Leslie Parker – Counselor; Natalie Jimenez – Deaf/Hard-of-Hearing Access Coordinator

Dean Mehrabadi called the meeting to order at 2:04pm

1. **Student Disability Services (SDS) Presentation** (Pamela Starr – Director; Leslie Parker – Counselor; Natalie Jimenez – Deaf/Hard-of-Hearing Access Coordinator)

A) SDS spoke about student with disabilities and the extra consideration and time that they may need to take tests and to learn the material presented in class. SDS is behind the scenes to help students and remove any barriers that may impede their education. Disabilities should be confirmed by medical professionals and if SDS feels a second opinion is needed, SDS will pay for a third-party review.

B) SDS Director, Dr. Starr, asked the Committee if there were any issues in the CoE that they could help address. The Executive Committee members brought up the following issues:

i) Students have not been notifying Faculty at the beginning of the course that they have a letter from SDS which verifies they have a disability. Students have been showing their verification letters at the end of the course when they have not done well. Dr. Starr responded that students cannot submit letters retroactively to re-take exams and that SDS is currently working on getting the disability letters online at the beginning of the semester, to alleviate the issue with students not showing the letter at the beginning of the courses. With the online system notifications can be sent to each Faculty member directly.

ii) Per SDS, currently, it is the students' responsibility to make an appointment with SDS for taking an exam, however, the Faculty needs to complete a Reservation for Testing Accommodation (RTA) form and provide any formula sheets in advance of the exam. The Department Chairs brought up the need for a phone number that Faculty can call at SDS to reach the person proctoring an exam in case there is extra information that a Faculty member needs to provide regarding the exam. SDS acknowledged this is an issue and they are trying to work on a solution.

iii) The issue of how to address pop quizzes was discussed and SDS recommended that there should be a discussion between the Faculty and the student so that they are able to possibly: i) make an appointment with the Testing Accommodation Center (TAC); and ii) arrange a different assignment or shorten the number of questions that the student has to answer (i.e., a 10-question quiz, would be only be graded on questions 1-7).

2. **Approval of 12/7/16 Executive Committee Meeting Minutes**

Item #3 – Reporting Assigned Time (AT) & APDB Reports was updated with a minor word addition and with this change, the minutes were unanimously approved.

3. **Faculty Online Assigned Time (AT) Reports**

Dr. Christopher Paolini e-mailed Faculty that the access to the online AT Reports will remain open through January 22, 2017. Copies of the approved AT Policy were made available in case any Faculty had questions regarding the online AT Report.

4. **Strategic Hiring of Faculty**

The Dean handed out the first draft of the Strategic Mini Cluster Hiring Report that he submitted to the Provost and Dr. Steve Welter, VP for Research & Dean of Graduate Affairs on December 19, 2016. Both the Provost and Dr. Welter were complimentary to the report. The Provost is interested to have a few examples of critical problems that the mini cluster will address. The Dean asked the Associate Dean for Research and the Chairs to meet and discuss impactful problems that the faculty hired under this plan would tackle as a mini-cluster. Dr. Ping Lu suggested that the Chairs could look at the fundamentals and highlight the connection instead of focusing on a specific problem/project. The Chairs agreed to set-up a first meeting and present their preliminary report to be presented at the 2/1/17 Executive Committee Meeting.

5. **CoE Collateral**

Marcie Morihiro handed out the CoE Information Brochure and Facts-At-A-Glance Sheet and provided an update on the new CoE website utilizing the new Omni Update Campus content management system. Dr. Christopher Paolini and student assistant, Katie Koach, have been instrumental in getting the template and information set up on the new CoE website.

6. **Update on Research & Graduate Studies**

A) The Dean has been looking at the 2017 US News & World Report rankings and provided the following ranking information:

1) **SDSU ranked:**

- #146 (tie) in National Universities with Doctorate Degree Offered
- # 98 (tie) in High School Counselor Rankings
- #74 (tie) in Top Public Schools

2) **SDSU Undergraduate Engineering Program ranked:**

- #105 (tie) in National Universities
- #64 (tie) in Top Public Schools

3) **SDSU Graduate Engineering Program ranked:**

- #139 (tie) in National Universities
- #94 (tie) in Top Public Schools

4) **SDSU Civil Engineering Graduate Program ranked:**

- #81 (tie) in National Universities
- #57 (tie) in Top Public Schools

5) **SDSU Mechanical Engineering Graduate Program ranked:**

- #102 (tie) in National Universities
- #64 (tie) in Top Public Schools

The Dean emphasized that our goal and focus should be on improving the #139 ranking of our Graduate Program, as it has a direct influence on the Undergraduate Program ranking, in other words, the Graduate Program ranking drives the Undergraduate Program ranking. To start with, the Dean requested that the Associate Dean and Department Chairs work with the Graduate Advisors to develop collateral for the Engineering Graduate Programs showing the ongoing faculty research activities. Marcie Morihiro commented that our student assistant, Cassandra Cates, can work on a professional and quality layout for the collateral.

C) The Dean has initiated preliminary discussions with Dr. Steve Welter and the Provost for an independent PhD program in Transportation Engineering. Apparently, Dr. Welter has already talked

with President Hirshman about the program and they will communicate it to the Chancellor, Timothy White, at an opportune time. The Dean informed Dr. Janusz Supernak that we will need letters of support from the community for the Transportation Engineering PhD program and Dr. Supernak responded that there are definite supporters that he can obtain letters from. The Dean wants to start with Transportation Engineering first because UCSD and other Universities in San Diego do not offer PhD programs in this area. The nearest Transportation Engineering programs are offered by UC Irvine, UCLA and USC. Dr. Ping Lu suggested that Space Engineering is another such area as no one else in San Diego offers it and San Diego has a strong aerospace industry.

D) Dr. Eugene Olevsky, Associate Dean for Research & Graduate Studies provided the following updates:

- 1) Since the beginning of this Academic Year (AY), 65 proposals have been submitted which is equal to one proposal every two days.
- 2) Research expenditures have more than quadrupled from \$1.5M a year ago to \$6.5M.
- 3) JDP – (3) graduates this AY; started this AY with 25 JDP students and now at 20 students.
- 4) JDP Symposium was held in December and (18) students attended and it was the 10th anniversary of the Symposium.
- 5) JDP Grader hours – Number of grading hours is going down from 20 hours to 15 hours for JDP students.
- 6) JDP Applications – i) 39 applications have been received and at the same time last year there were 34; ii) applications received are as follows: 25 ME, 13 ECE; 1 Bio and no structures; and iii) the Executive Committee unanimously agreed that the membership in JDP Program Steering Committee which has been in place since 2007 should consist of representatives from each Department selected by the faculty of that Department. The new members serving on the Committee will be rotated every year.

7. **Explore SDSU – Sat, March 18, 2017**

Theresa Garcia handed out the Explore SDSU schedule from last year. Theresa informed the Committee that all rooms are being changed except for Dr. John Abraham's. Theresa asked the Department Chairs to check with their Faculty to confirm that they can still do the same demos and to please ask if Faculty can do additional demos as we have many students interested in Engineering and the demos are overcrowded and cannot accommodate all students.

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

- **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**
- **Apr 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

9. **1/18/17 – Dean's Development Council (DDC) & Academic Dean's Council (ADC)**

- DDC
- 1) Campaign for SDSU has ended and Aztec Proud is now the new logo and lapel pin.

ADC

- 1) Council of Chairs Meeting – The Climate Survey conducted earlier by Faculty Advancement was revisited by Dr. Joanna Brooks, AVP Academic Affairs – Faculty Advancement. She reviewed the top ranking responses and lowest ranking responses (in terms of points) on the survey. The lowest was faculty evaluations and the fact that they did not change anything.

Dr. Brooks commented that the post-tenure evaluations are not taken seriously in the Departments and almost all evaluations submitted say that the post-tenure faculty are excellent. The Dean asked that the Department Chairs talk to the Department RTP Committees to make sure that the letters are accurate as to the evaluation of their Faculty.

- 2) Dual Career Process – used to be called Spousal Program. This is when a candidate in a search also has a spouse who is looking for a job. It's an important issue that SDSU is going to address and Academic Affairs had said they were okay with funding this. Department Chairs should inform their search committees that if a candidate brings up having a spouse who is looking for a position, at that point the search committee can tell the candidate that SDSU is open to the possibility of their spouse getting a position.
- 3) The Provost mentioned the Provost Innovation Award
- 4) Jeanne Stronach talked about Analytic Studies & Institutional Research (ASIR) website and the fact that SDSU Campus usage of the new website is high.

10. **Roundtable**

Chris Mi – ECE Faculty were concerned about the doors being propped open on weekends. Marcie Morihiro confirmed that the CoE exterior doors lock after hours, however, students keep propping doors open for access to the building.

Having gone through all the items on the agenda, Dr. Supernak moved, Dr. Mi seconded and the Committee unanimously agreed to adjourn the meeting at 4:55pm.

Minutes submitted by Marcie Morihiro, January, 30, 2017.