



EXECUTIVE COMMITTEE MEETING MINUTES

April 19, 2017

2:00pm, Dean's Conference Room

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

Guest: Delia Tapiz – HR Benefits Coordinator

Dean Mehrabadi called the meeting to order at: 2:05pm

1. Process for Reporting Work Related Injuries

Delia Tapiz, HR Benefits Coordinator, spoke to the Committee about the process for supervisors and employees reporting work related injuries. The forms can be found on the HR website under Benefits Services, Workers Compensation/Occupational Injuries.

2. 4/5/17 Approval of Executive Committee Meeting Minutes

Marcie Morihiro will be e-mailing the 4/5/17 minutes at a later date for approval.

3. 2018-19 TT Faculty Position Requests

Dean Mehrabadi covered the report he submitted to Academic Affairs (AA) which provided data to substantiate the need for the positions that the Dean is requesting for the CoE, based on the 54% increase in enrollment, the high Student Faculty Ratio (SFR), and the thirteen retirements (separations and FERPS) since Spring 2014. Also included was the research award comparison between CoE, and other Colleges. The Dean distributed an e-mail from AA which requested additional information regarding the specific space and cost of any renovations for all faculty positions requested. If the information is not provided by COB, 4/20/17, the requests will not be considered at the Senate meeting on 4/21/17. The Dean asked that the Chairs review the e-mail from AA and provide the information needed by midnight, Wed, 4/19/17.

4. Assigned Time (AT) Policy

The Dean discussed that he covered the three main issues regarding the AT Policy at the Faculty Meeting and shared the thoughts of the Executive Committee on each of the issues: i) removal of exceptional accomplishment phrase; ii) supervisory units and; iii) adding 3-units of AT in Spring semester for serving on UPTRP. Constitution & Bylaws Committee is currently working on updating the CoE Policy & Bylaws, and the Dean would like to send the information he covered at the Faculty Meeting to both the Academic Planning & Policy and CoE Policy & Bylaws Committee to review it and put it for a vote of the Faculty.

5. 2017-18 CoE Committees (terms ending 5/2017)

Dr. Joanna Brooks, AVP for Faculty Affairs, would like Departmental RTP committees to be chosen and confirmed by end of Spring 2017 due to trainings with the new online system. This will also aid the selection of the UPTRP representative at the 8/22/17 Faculty Retreat as the Faculty member chosen cannot be on any other level of RTP committees (i.e., Department and College). Theresa Garcia reminded the Committee that the Student Success Fee Ad-Hoc Committee should be added to the College Ad-Hoc Committees. Department Chairs agreed to select replacements for Committee members whose terms expire in 5/2017 by end of Spring semester.

6. Open Faculty Positions

The Dean provided update on the status of the open faculty positions.

7. Independent PhD Programs (April 28, 2017, 1st draft due)

AE – Dr. Lu trying to tie the open faculty position description to the independent PhD program.

ME – Dr. Abraham has formed a committee which includes Drs. Eugene Olevsky, Khaled Morsi and George Youssef and they have made some progress and will be meeting on Friday.

CCEE – Dr. Supernak has reviewed the file and has done some work on the proposal.

8. Update on Research & Graduate Studies

Dr. Eugene Olevsky provided the following updates:

- 1) (7) JDP candidate applications submitted to UCSD and (5) have been processed and being given to SDSU for final processing.
- 2) There are a number of incomplete applications which are not being released by Graduate Admissions.
- 3) There are some upper limit numbers on residential candidates to some Master's Program, including the Master of Engineering Program.
- 4) ARP Committee– Eugene attended the Academic Resources & Planning Committee

9. Gift in Kind Policy & Procedure

The Dean distributed a handout from Leslie Schibsted, AVP for Development, on the Policy and Procedure for Gift-in-Kind that was given at a previous ADC meeting.

10. Engineering Advisory Board Mtg & Design Day – Wed, May 3, 2017

The Dean reminded the Committee members about the 5/3/17 Advisory Board Meeting and Engineering Design Day immediately following the Board Meeting.

11. 2016-17 CoE Important Dates to Remember:

- **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
- **August, 22, 2017 (Tue)** – 9:00am-1:00pm – **2017 CoE Faculty & Staff Retreat** - TBD

12. 4/19/17 Academic Deans Council (ADC)

- 1) Georgia Days – 4:15-5:30pm SDSU STEM Facilities Tours
- 2) Clinical and Cognitive Neuroscience Center discussed
- 3) Facilities Services & Project Management might be consolidated into one
- 4) Dr. Joanna Brooks, AVP Faculty Advancement – RTP Committees should be chosen by end of Spring 2017
- 5) Dr. Radmila Prislin, AVP Resources – space must be listed on TT requests

13. Roundtable

Dean Mehrabadi – Discussed the issue of selecting the Valedictorian for the College and the Departments. The Executive Committee unanimously agreed that the selection of the College of Engineering and Departmental Valedictorian should be based solely on GPA. Further, the Executive Committee unanimously agreed that the major GPA should be used, and no votes should be taken. This procedure will be applied beginning Spring 2018.

Theresa Garcia – Senior Banquet tickets are on sale now and Faculty should be encouraged to attend the event. Theresa has sent out an e-mail to the Faculty and Staff.

Having gone through all the items on the agenda, Dr. Mi moved and Dr. Abraham seconded and the meeting was adjourned at 5:15pm.

Minutes submitted by Marcie Morihira, May 12, 2017