



## EXECUTIVE COMMITTEE MEETING AGENDA

June 21, 2017

2:00pm, Dean's Conference Room

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

Excused: Dr. Ping Lu

Dean Mehrabadi called the meeting to order at: 2:07pm

1. **Approval of 6/7, 4/19 & 4/5 Executive Committee Meeting Minutes**

The 6/7, 4/19 & 4/5/2017 minutes were unanimously approved by all Committee members in attendance.

2. **Independent PhD Programs**

The rough drafts of the three proposals were submitted by the Chairs. The Committee is currently reviewing the proposals and a more completed version of the proposals will be available to the Department Chairs. A discussion ensued on the pros/cons of including the dollar amount of the research awards (or, research expenditures) and the Committee agreed to revisit the issue once the proposals are combined.

3. **Update on 2018-19 TT Faculty Positions**

CCEE – Dr. Janusz Supernak - i) Transportation Committee is being modified due to the departure of Terry Yang this summer; ii) Blue Gold – ad approved and listed on Interfolio; and iii) Water Resources – Committee Chair still needs to be established.

ECE – Dr. Chris Mi - Three ads and one combined ad have been sent to Sandra Bullock for approval.

ME – Dr. John Abraham – Three ads have been sent to Sandra Bullock for approval.

4. **CoE Space**

The Dean informed the Committee that a monthly EIS Space Planning meeting has been scheduled. Topics from last meeting included: i) Facilities Planning sending out quotes for moving companies and they will have a professional moving manager to manage the EIS move; ii) Offices for the Faculty are going to have minimal furniture and Facilities Planning will be informing faculty at a later date of the contents that will be provided; and iii) EIS Complex is to be completed in November and move to start in December as classes are scheduled in the EIS Complex for Spring 2018.

5. **Strategic Plan Accomplishments – Report Due: Mon 6/26/17**

The Dean reminded Chairs that Departmental reports on Strategic Plan Accomplishments are due on 6/26/17.

6. **Undergraduate Research – Report Due: Mon 7/17/17**

The Dean reminded Chairs that Departmental reports regarding undergraduate students who are engaged in research is due on 7/17/17. The report should be in paragraph form with bullet points including: i) Names of undergraduate students and faculty advisor; and ii) Highlights of the research area, findings and outcomes, for AY 2015/16 & 2016/17.

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

Dr. Eugene Olevsky provided the following updates:

- 1) JDP hiring of new students – (12) new JDP students accepted. In middle of May, the decisions were pretty much made for most of the student candidates. Dr. Olevsky and the Faculty will work together to simplify the JDP process and reduce the 19-20 steps required to admit students. To aim for an early March admittance, Dr. Olevsky will create a one-page timeline to distribute to Faculty so they know exactly what is expected.
- 2) The I-20's are not generated by Donovan Geiger, he only asks for students to submit the required paperwork to the International Student Center.
- 3) The new Faculty are asking to hire JDP students and Dr. Olevsky has made exceptions to process them through the JDP Steering Committee.
- 4) The Dean reported that as of 6/21/17 the CoE Faculty have received \$5.5M in research awards.

8. **Advisor Meeting for Faculty**

Theresa Garcia has invited Graduation Advisors from the University Advising Center (UAC) to present at the 10/4/17 Executive Committee on the RAAR process, pre-requisites and other issues that arise in their office. The Committee unanimously agreed that the UAC Advisors should also present at the individual Department Faculty Meetings. The UAC will be contacting the Department Coordinators to schedule a date that will work best for the Departments.

9. **Implications of Early Registration Timeline**

Theresa Garcia updated the Committee on the Associate Dean meeting which discussed the following Early Registration Timeline topics: i) Enrollment Services is being asked to be responsible for running a grades check at the end of summer and if students do not meet the pre-requisites they will be sent a warning e-mail and Enrollment Services will drop the students directly if they do not fulfill the pre-requisite; ii) Enrollment waivers will need to be completed by Chairs to allow students to register for a class even though the students have not yet completed the pre-requisites; and iii) Theresa Garcia asked that the Department Chairs please review their Departmental registration stops and edits to make sure they are accurate. Any edits need to be sent directly to Enrollment Services.

10. **Addressing Student Cheating**

- 1) Theresa Garcia distributed handouts on additional information she found in the Senate Policy and Students Right & Responsibilities (SS&R) website, including the SS&R Incident Report Form.
- 2) In the Senate Policy, on page 32, under section 4.21 regarding Academic Sections, there is a sentence that states: "In addition to grade modification, certain departments or schools may have policies that state that cheating can show unsuitability for the program or profession. Students should be made aware of the penalties for cheating and of their appeal rights." Theresa mentioned that as a College, we may want to come up with a policy to expel students who have been proven guilty of cheating from the College of Engineering. Theresa will look into this and report back to the Committee.
- 3) The Dean recommended that Chairs split large classes into smaller ones and provide graders to help instructors in proctoring students during exams.
- 4) The Committee also discussed that Chairs can come up with a cheating policy that can be used by all CoE Faculty to place in their syllabus. Theresa will send the policy that Dr. Khaled Morsi uses on his syllabus as a starting point.
- 5) Theresa asked that Chairs encourage Faculty to complete the Academic Dishonesty Incident Report Form when cheating occurs so that the student is held accountable for cheating. The Dean pointed out that the form helps track students who may be repeat offenders. Theresa is going to find out if faculty are able to do a reduction in one letter grade if a student is found cheating, without having to complete the Academic Dishonesty Incident Report Form.

11. **2017-18 CoE Important Dates to Remember:**

- **August 22, 2017 (Tue)** – 9am-1pm – **2017 CoE Faculty & Staff Retreat** – Bioscience Center
- **August 22, 2017 (Tue)** – 5:30pm-7:30pm – **Engineering Gathering** – Gordon Biersch
- **October 10, 2017 (Tue)** – 11am-12pm – **CoE Faculty Mtg** - Bioscience Center
- **November 3, 2017 (Fri)** – 8:30am-1pm – **Fall 2017 Engineering Advisory Board Mtg** – ASU Templo Mayor Conference Room (Rm. 231)
- **December 2017** – 11:30am-1:00pm – **CoE Holiday Luncheon** - TBD
- **December 5, 2017 (Tue)** – 11am-12pm – **CoE Faculty Mtg** - Bioscience Center
- **February 13, 2018 (Tue)** – 11am-12pm – **CoE Faculty Mtg** - Bioscience Center
- **March 17, 2018 (Sat)** – 9am-2pm – **Explore SDSU**
- **April 24, 2018 (Tue)** – 11am-12pm – **CoE Faculty Mtg** - Bioscience Center
- **May 2, 2018 (Wed)** – 8:30am-1pm - **Spring 2018 Engineering Advisory Board Mtg** – ASU Templo Mayor Conference Room (Rm. 231)
- **May 2, 2018 (Wed)** – 1:30pm-3:30pm – **Spring 2018 Design Day** – ASU Montezuma Hall
- **May 2018** – 5:30pm-7:30pm – **Senior Banquet** - TBD

12. **ADC Meeting moved to Thu 6/22/17**

13. **Roundtable**

Theresa Garcia – SAE Baja came back from racing in Illinois and placed 1<sup>st</sup> in endurance and 8<sup>th</sup> overall.

Having gone through all of the items on the agenda, Dr. Mi moved and Dr. Supernak seconded and the meeting was adjourned at 4:21pm.

Minutes submitted by Marcie Morihiro, June 30, 2017.