



SAN DIEGO STATE  
UNIVERSITY

College of Engineering

## EXECUTIVE COMMITTEE MEETING MINUTES

July 5, 2017

2:00pm, Dean's Conference Room

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

Absent: Drs. Chris Mi and Janusz Supernak

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

1. Approval 6/21/17 Executive Committee Meeting Minutes

The 6/21 minutes were unanimously approved by all Committee members present.

2. Independent PhD Programs

Dr. Olevsky has reviewed the three Independent PhD Program proposals and suggested there should be a single document and suggested the following structure:

- 1) Introduction – Include a common introduction that would include justifications of each Department
- 2) Individual Department Section
- 3) Financial Conclusion Page
- 4) Signature page

Dr. Olevsky noted that the three proposals are not uniform by volume or content, and for consistency purposes the Committee discussed how the proposals could be made more uniform. Dr. Olevsky will work with the Chairs to develop a unified and consistent document.

3. Student Valedictorian

The process for choosing the student valedictorian will be on the agenda for discussion and voting at the Faculty Retreat in August. Earlier, the Committee had unanimously agreed that the student with the highest GPA be the College valedictorian and each of the four Departments choose an Outstanding Student considering student's record of Service to the University and community, and GPA.

4. Update on 2018-19 TT Faculty Positions

AE – Dr. Ping Lu - Interfolio link for position received, Committee is formed and print ad will run in September

CCEE – Dr. Supernak not in attendance

ECE – [Update from Dr. Mi: All positions in ECE have been approved and the printed ads are to appear in September and October]

ME – Dr. John Abraham - Interfolio links for all positions received and search committees will be decided at Department Retreat.

5. Undergraduate Research – Report Due: Mon 7/17/17

Dr. Lisa Kath, Associate Professor of Psychology, has been hired as the Director of Undergraduate Research & Creative Activities. Departmental reports regarding undergraduate students who are engaged in research is due on 7/17/17. The report should include bullet points with: i) Names of undergraduate students and faculty advisor; and ii) Highlights of the research area, findings and outcomes, for AY 2015/16 & 2016/17.

6. Review 2017-18 CoE Committees

Marcie Morihiro distributed a draft of the 2017-18 CoE Committees which included updated Faculty members from AE, ECE and ME; CCEE still needs to provide Faculty members whose terms are expiring in 5/17 & 1/18. The Committee made revisions to the wording of the Student Success Fee Ad-Hoc Committee, which still needs to be approved by the Constitution & Bylaws Committee.

7. Update on Research & Graduate Studies

Dr. Eugene Olevisky provided the following update:

- 1) There are still some cases for JDP Committee to consider as some student candidates are from new faculty.

8. Addressing Student Cheating

Theresa Garcia provided the following updates:

- 1) Section 4.21 regarding Academic Sections of the Senate Policy that Theresa shared at the 6/21 Executive Committee meeting has been updated per Marcie Bober, Senate Chair. The new Senate Policy will be distributed in the next two weeks and the Committee's questions may be answered with the updated policy.
- 2) Theresa checked with the Office of the Ombudsman and Faculty have to complete the Academic Dishonesty Incident Report Form to do a reduction in one letter grade if a student is caught cheating.
- 3) Theresa distributed the cheating policy that Dr. Khaled Morsi uses in his syllabus. Theresa will be developing a College cheating policy making sure that it complies with the new Senate Policy.

9. New Student Orientations

Theresa Garcia distributed the schedule of the new student orientation for freshman, transfer students, and parents. Theresa commented that the CoE student organizations are a great help at the student orientation sessions.

10. 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

11. 7/5/17 Deans Research Council (DRC) and 7/5/17 Academic Deans Council (ADC) Meetings  
DRC

1) University Graduate Fellowship is being rolled out. It will be very competitive as faculty have to match the Fellowship from their grants. The student will be supported one year from University and one year from Faculty grant. There will be about (30) Fellowships available. For 2017-18, the Fellowships will be announced in August 2017 which means that the faculty need to apply for these Fellowships immediately after the RFP is announced next week. Moving forward applications will be due in March.

2) Dr. Lisa Kath, Associate Professor, who has been hired as the Director of Undergraduate Research & Creative Activities was introduced. Dr. Kath is trying to obtain data from Colleges to provide a report on undergraduate research.

- 3) Graduate program planning: Graduate applications and enrollment are down –21% decrease in out of state intents; 26% decrease in number of admits; and 32% decrease in international intents.
- 4) Graduate Mentoring – Dr. Steve Welter, VP for Research is requesting Colleges to do a status update on best practices of how each College handles graduate student mentoring. The Chairs will submit the Departmental procedures for graduate student mentoring to the Dean's office by **Friday, September 1, 2017**. Once Departmental procedures are submitted, the Committee members will review and see if a unified CoE policy should be created.
- 5) Cost sharing – The Office of Graduate and Research Affairs has issues with matching grants as they usually want an account to be made and money deposited before the grant is signed. There are issues with transferring between 2-, 9- and C- fund accounts.

#### ADC

- 1) Travel Ban – Currently there are (8) states that are subject to Assembly Bill No 1887, California's ban on state-funded and state-sponsored travel which can be found at: <https://oag.ca.gov/ab1887>.
- 2) OneSearch - Keven Jeffery, Associate Librarian, Digital Technologies made a presentation on the new library discovery system software called OneSearch. OneSearch is replacing the library catalog and will allow users to research the library catalogs of all 23 CSU campuses (except digital journals due to license issues).
- 3) Early Registration Timeline – Dr. Radmila Prislin, asked that the Deans inform Chairs that students who register for courses that have pre-reqs and do not meet pre-reqs will receive e-mail warnings that they will need to meet the pre-reqs in order to take the course. Once grades are issued students will automatically be dropped from courses if they don't meet the pre-reqs.

#### 12. Roundtable

Committee members did not have any comments for Roundtable.

Having gone through all of the items on the agenda, Dr. Ping moved and Theresa Garcia seconded and the meeting was adjourned 3:47pm.

Minutes submitted by Marcie Morihira, July 14, 2017.