



## EXECUTIVE COMMITTEE MEETING MINUTES

Wednesday, February 6, 2019  
2:00pm-4:30pm, Dean's Conference Room

Attendees: Interim Dean Olevsky, Drs. J. Abraham, P. Lu, C. Mi, J. Supernak; Assistant Dean Garcia and Marcie Morihiro

Interim Dean Olevsky called the meeting to order at: 2:03pm

### 1. URAD Engineering Update

Kate Carinder, Senior Director of Development provided following updates:

i) Reminder - 2/11/19 Discover SDSU Rockets, Race Cars & Robots event; ii) Communications – in absence of CoE Communications Officer, Kate will be attending monthly editorial meeting, newsworthy articles should be e-mailed to Kate so she can share with Strat Comm/Newscenter; iii) Priorities – endowed faculty positions and scholarships, CEM Chair moving forward and e-communications; iv) Alumni – Kate would like names of alumni that she can reach out to; and v) Kate would like to attend Faculty and Departmental Advisory Board meetings, to get to know the faculty and Advisory Board members.

### 2. Approval of 1/16/2019 Exec. Comm. Mtg. Minutes

The 1/16/2019 Executive Committee Meeting minutes were unanimously approved by all members present.

### 3. Update on 2019-2020 TT Faculty Searches

AE – Dr. Lu – AE Propulsion – Interviewed (3) candidates interview with fourth candidate being interviewed 2/7/19 which will conclude the interviews. The Department will make a recommendation next week.

CCEE – Dr. Supernak – Geotechnical – (4) candidates came for on-campus interviews and Interim Dean Olevsky is in negotiations with first ranked candidate; Construction Engineering – (10) semi-finalists for Zoom interviews taking place on 2/14/19 & 2/15/19.

ECE – Dr. Mi – DSP – (6) Skype interviews this week or next week; Artificial Intelligence – (8) Skype candidates have been sent to HR for interview approvals. Campus interviews will be in late February.

ME – Dr. Abraham – Advanced Manufacturing - (4) candidate on-campus interviews week of 1/29-2/7/2019 and Department recommendation will be provided next week; Automation & Control - (4) candidate on-campus interviews week of 2/14-2/26/19; Biomedical – Skype interviews taking place this week and planning on 2/28-3/12/19 for on-campus interviews.

### 4. Engineering Unit Reduction

Interim Dean Olevsky and Executive Committee members discussed the documents provided by CSU Fullerton in regards to their unit reduction plan and how it could be applicable to SDSU CoE. Interim Dean Olevsky will forward the document to AVP Norah Shultz, Dean Norma Bouchard and Dr. Peter Atterton for comments.

### 5. Student Academic Integrity

Interim Dean Olevsky and Executive Committee members discussed student academic integrity and possibly providing a College-wide policy on academic dishonesty for faculty to place on their syllabi. Assistant Dean Garcia will work on obtaining samples from other Associate Deans and the College of Sciences.

### 6. Discover SDSU

Asst. Dean Garcia will be sending an e-mail to student clubs and faculty advisors for the areas of EIS 106 to be clean prior to the 2/11/19 Discover SDSU event.

7. Engineering Template for Faculty Evaluations by Students

- 1) Asst. Dean Garcia provided a handout of the 2016 template agreed upon by the Executive Committee members and asked the members if there are any edits as evaluations have not yet been turned on. The members discussed minor changes to the template which were unanimously agreed upon.
- 2) Asst. Dean Garcia updated the Committee that she turns on the faculty evaluations in the middle of Fall, Spring & Summer semesters for the entire College, including SDSU Georgia, at the same time. There has been a glitch in the system where one or two courses have not been turned on and Asst. Dean Garcia checked with the Registrar's Office and they are unable to determine what is causing the issue. Asst. Dean Garcia suggested that instead of turning on evaluations for the whole College, that possibly the respective Department Coordinators could be responsible for turning on Department evaluations through WebPortal. The Executive Committee members unanimously agreed that they would like Asst. Dean Garcia to continue with turning on faculty evaluations for the whole College.

8. Explore SDSU

Asst. Dean Garcia provided an update that Donovan Geiger is working on confirming and finalizing the schedule.

9. CoE Common Practices: Denying waiver of pre-reqs, accommodating students with disabilities; RAAR form, and other processes

Asst. Dean Garcia wanted to confirm that all Executive Committee members are following the same processes for the following:

- A) Waiver of pre-reqs – Chairs confirmed that they are denying all waiver of pre-reqs.
- B) Accommodating student with disabilities – Chairs should be following guidelines set by the Student Ability Success Center.
- C) RAAR forms – For RAAR forms, if it's a class that is not an Engineering major, the students need to go to the College Department that the course is offered to obtain a recommendation, after which, the student should then go to the respective Engineering Department Chair for signature approval. For courses that are in Engineering, the students should first go to the Engineering faculty that teaches the course to obtain a recommendation, after which, the student then goes to the respective Engineering Department Chair for signature approval.
- D) Amanda Spears, University Advising Office, reviews the petitions for repeats and double checks with the Chairs or Asst. Dean Garcia.
- E) Chairs should be consistent with what is in the SDSU General Catalog as this is the legal and binding contract between students and the Departments.

10. Inclusion Liaisons

Asst. Dean Garcia provided an update that the President is requiring each College to have representatives as part of the Diversity Inclusion Council, this is the diversity/equity arm of the Senate to make sure we are in compliance with the University diversity strategic plan and the Colleges will be responsible for creating a diversity strategic plan. Asst. Dean Garcia is serving as one of the Diversity Liaisons for the CoE.

11. 2019 Engineering Design Day

Marcie Morihiro updated the Executive Committee that the student registration form link to participate in 2019 Engineering Design Day has been sent to the Design Day faculty to be distributed to students. Deadline for students to complete the form is Monday, March 11, 2019, at 11:59pm.

12. 2018-19 CoE Important Dates to Remember:

- **February 11, 2019 (Mon)** – 4:30pm-6:30pm – **Discover SDSU - Rockets, Race Cars, Robots** – EIS Complex
- **February 12, 2019 (Tue)** – 11:00am-12:00pm – **CoE Faculty Mtg** – Bioscience Center – Gold Auditorium
- **March 23, 2019 (Sat)** – 9:00am-1:30pm – **Explore SDSU** – Various locations in Engineering & EIS
- **April 23, 2019 (Tue)** – 11:00am-12:00pm – **CoE Faculty Mtg** – Bioscience Center – Gold Auditorium
- **May 8, 2019 (Wed)** – 8:30am-1:00pm – **Engineering Dean's Advisory Board Mtg** – Park Blvd. Conf. Room – Aztec Student Union
- **May 8, 2019 (Wed)** – 1:30pm-4:00pm – **2019 Engineering Design Day** – Montezuma Hall
- **May 17, 2019 (Fri)** – 5:00pm-7:30pm – **Senior Banquet** – SDSU Alumni Center

- **May 18, 2019 (Sat) – 5:30pm-7:30pm – 2019 Engineering Commencement – Viejas Arena**

13. Updates on University Administration Meetings

Interim Dean Olevsky provided the following updates:

1/31/19 – PBAC/BRAT/AR&P Meeting

- 1) Discussed University budget transparency

2/6/19 – DRC (Deans Research Council)

- 1) Discussed JDP
- 2) Update on IDP – positive feedback received at multiple levels of Chancellor’s Office.

2/6/19 – ADC (Academic Deans Council)

- 1) Welcomed new Dean of the College of Sciences, Dr. Jeffrey Roberts, from Purdue University
- 2) Deadline for completion of all T/TT searches no later than 5/31/2019.
- 3) Discussion regarding program assessments.

14. Roundtable

Interim Dean Olevsky – i) Faculty assigned time reports due by February 20, 2019. Chairs can summarize the assigned time reports per Department and please submit them to Interim Dean Olevsky by 3/1/2019; ii) Faculty Advancement – AVP Joanna Brooks sent a message regarding an issue with the English language competency in some of the Engineering J-1 Visa visitors, Interim Dean Olevsky would like Chairs to e-mail ways to address this issue; and iii) Interim Dean Olevsky attending the SDSU Out-of-State Student Admits Reception on 2/23/19 in Seattle, WA, to present, speak and promote SDSU College of Engineering to out-of-state student admits.

Dr. Janusz Supernak – i) Dr. Alicia Kinoshita has received NSF Career Award; ii) Dr. Supernak was invited to and attended Presidential Luncheon at the University House with fellow University colleagues.

Dr. Chris Mi – ECE Industrial Advisory Board Meeting will be held March 13, 2019 from 11:30am-3:00pm.

Having gone through all of the items on the agenda, Dr. Supernak moved, and Dr. Mi seconded and the meeting was adjourned at 4:17pm.

Minutes submitted by Marcie Morihoro, February 15, 2019.