



SAN DIEGO STATE
UNIVERSITY

College of Engineering

EXECUTIVE COMMITTEE MEETING MINUTES

Wednesday, May 1, 2019
2:00pm-4:30pm, Dean's Conference Room

Attendees: Dean Olevsky; Drs. J. Abraham, P. Lu, C. Mi, J. Supernak; Asst. Dean Garcia, Marcie Morihoro

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

1. URAD Engineering Update

Kate Carinder, Senior Director of Development for Engineering, provided the following updates:

- i) Kate would like to work on faculty connections with Industry. If Department Chairs have any local companies they want to work on building relationships/connecting with, please let Kate know; and ii) Kate is working on list of potential lab namings and inquired of Chairs the estimated amount for the naming of various labs. Kate will be contacting the Chairs individually to further discuss.

2. Approval of 4/17/2019 Exec. Comm. Mtg. Minutes

The Executive Committee Members unanimously approved the 4/17/2019 Executive Committee Meeting minutes with minor changes to Item #15.

3. Update on 2019-2020 TT Faculty Searches

AE – Dr. Lu – AE Propulsion – Offer accepted.

CCEE – Dr. Supernak - Geotechnical position – Offer accepted; Construction position – Offer accepted

ECE – Dr. Mi – DSP – Dean Olevsky has sent offer letter and the candidate's deadline to respond is Fri 5/10/19; Artificial Intelligence – Offer accepted

ME – Dr. Abraham – Advanced Manufacturing – Offer accepted; Automation & Control – Offer accepted; Biomedical – Offer accepted.

Dean Olevsky has submitted all (6) proposals for the requests for 2020-21 faculty lines.

4. Updated Master & Student Payday Warrant Process

Marcie Morihoro provided a handout of the new HR policy regarding the Master & Student Payday Warrant process, including: Pay Warrant Authorization Form, as well as Student and Faculty & Staff Pay Date Schedules. Due to new HR policy requiring the person picking up paychecks to verify list of employees who are due pay warrants and signing as validation, Department Coordinator/s from each Department, as assigned by the Department Chair, will be responsible for picking up the Faculty/Staff & Student Pay warrants for their respective Departments. Department Chairs were asked to please forward names of Department Coordinators responsible for picking up pay warrants to Marcie Morihoro and Arlene Gibson by Tuesday, May 14, 2019.

5. Diversity & Inclusion Update

1) Dean Olevsky & Asst. Dean Garcia updated the Committee that the CoE ASEE Diversity and Inclusion Application for the University Bronze Level was submitted to ASEE by the 4/30/19 deadline. The CoE is awaiting to hear if its' application has been accepted.

2) Asst. Dean Garcia also provided a handout on Quick Reference Guide to Current Diversity & Inclusion Initiatives, as well as information on the SDSU Diversity Councils that each College needs

to create. Asst. Dean Garcia would also like the CoE to have a standing Diversity Council Committee that would eventually be added to the CoE Bylaws.

Committee members agreed on having a pilot CoE Diversity Council Committee as an Ad-Hoc Committee with the following composition:

- (2) CoE diversity liaisons
- (3) faculty members - Department Chairs to provide the name of faculty
- (2) students – Chairs of College of Engineering Student Council (CESC) and graduate students – Asst. Dean Garcia will send an e-mail to students
- (1) Full-time lecturer – Asst. Dean Garcia will send an e-mail to full-time lecturers for volunteers
- (1) Staff – Asst. Dean Garcia will e-mail to Staff for volunteers

Names need to be submitted in time for the Wed 5/15/19 Executive Committee Meeting.

6. CoE Space Issues

Dean Olevsky provided an update on a meeting he had with Dr. Ping Lu and Project Management (PM) regarding Building A. PM provided general ideas and a financial estimate for total renovation of Building A including labs and faculty offices. The wet labs on 3rd floor of CoE building are proceeding as planned.

7. Data Champion Update

Asst. Dean Garcia provided a handout of the poster that Yusuf Ozturk, Lead Faculty Advisor put together to showcase the work that the Data Champions team has been working on which will be included in a University event.

8. Senior Banquet

Asst. Dean Garcia handed out a Senior Banquet flyer as a reminder for purchasing tickets. The Banquet is being held on Friday, May 17, 2019 from 5:00pm-7:30pm, in the Parma Payne Goodall Alumni Center

9. EAB Advising Software

Asst. Dean Garcia received an e-mail about the University launching new advising software called EAB. The EAB Project Team is asking to designate one to two individuals in each College as EAB Specialists. Committee members agreed that Dr. Yusuf Ozturk and Damien Rosales would be best representatives for the CoE. Asst. Dean Garcia will be discussing with Dr. Ozturk and Damien.

10. 2018-19 CoE Important Dates to Remember:

- **May 8, 2019 (Wed)** – 8:30am-1:00pm – **Engineering Dean’s Advisory Board Mtg.** –Templo Mayor 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
- **Aug 22, 2019 (Thu)** – 10:00am-11:00am – **All University Convocation** – Montezuma Hall
- **Aug 22, 2019 (Thu)** – Time & Location (TBD) – **2019 CoE Fall Faculty/Staff Retreat**
- **[Update 6/4/2019] - Aug 23, 2019 (Fri)** – 6:30pm-8:30pm – **CoE Gathering** – Tom Ham’s Lighthouse

11. Updates on University Administration Meetings

Dean Olevsky provided the following updates:

5/1/19 Deans Research Council (DRC)

- 1) Discussed Independent PhD Proposals
- 2) Graduate Division budget – possibility of grant matching

5/1/19 Academic Deans Council (ADC)

1) Summer Session – i) Every College is given an FTES target. CoE is at 97.5% and Dean Olevsky wants to the CoE to go above the 100% target. CoE has been advertising through Blackboard, CSSE Staff and students wearing Summer Session shirts, and posted on front page of CoE website.

2) Discussion of continuing the Scholars At Risk Program

3) University is looking at Enrollment Management and possibly removing the Eligibility Index and doing a more holistic approach via interviews. Dr. Sandra Cook, AVP Enrollment wants to know if CoE is serious about implementing Direct Admission and Executive Committee all strongly support the Direct Admission, with the caveat that the process is equitable to all students, specifically that international students have the same requirements as domestic students.

12. Roundtable

Dr. Supernak – i) Dr. Supernak congratulated Dean Olevsky on his first official day of being Dean; and ii) the CCEE list of awardees that Dr. Supernak submitted for the Engineering Senior Banquet were all female.

Dr. Mi – Dr. Mi is talking with College of Extended Studies (CES) and working with two adjunct faculty to create an online program for MS in Systems Engineering, with first admissions in Fall 2021.

Dr. Abraham – Dr. Abraham submitted ME Department awardees for Engineering Senior Banquet and all awardees were women.

Asst. Dean Garcia – Associate Students (AS) has Aztec Achievement Awards every year and for 2019 the College of Engineering Student Council (CESC) won the award for best Student Council.

Having gone through all of the items on the agenda, Dr. Supernak moved and Dr. Abraham seconded, and the meeting was adjourned at 3:50pm

Minutes submitted by Marcie Morihoro, May 10, 2019.