



## EXECUTIVE COMMITTEE MEETING MINUTES

Wednesday, August 5, 2020  
2:00pm-4:30pm, Meeting to be held via Zoom

Attendees: Dean Olevsky; Drs. J. Abraham, T. Garoma, P. Lu, C. Mi, Y. Ozturk, J. Supernak; Asst. Dean Garcia and Marcie Morihiro

Dean Olevsky called the meeting to order at 2:04pm.

1. Approval of 7/15/2020 Exec. Comm. Mtg. Minutes

Executive Committee Members unanimously approved the 7/15/2020 Executive Committee Meeting minutes with minor change to Item #8iii.

2. Updates on CoE Repopulation Plan

Dean Olevsky updated the Committee that the (8) CoE Repopulation plans have been submitted to AVP Jessica Rentto and we are awaiting comments and approval to route for signature to the Provost.

3. University Administration Meetings

Dean Olevsky provided the following updates:

1) DRC – AVP Stanley Maloy provided an update on Research Repopulation and that the University facilities will not be authorized for faculty and graduate student access unless a Research Continuity Plan that describes appropriate safety measures is submitted by the Research Leader and approved by the College Dean, Provost, and Vice President for Research (VPR). Review may also be required by EH&S, and University compliance committees, including IACUC, IRB, and IBC; and ii) VP Steve Welter provided statistics on SDSU Colleges Total Award Dollars for Research/Non Research from FY 15-16 to FY 19-20, as well as Number of Faculty Submitting Awarded Proposals by College from FY 15-16 to FY 19-20.

2) ADC – i) continuing discussions on budget; ii) discussed the student enrollment in the Colleges and future targets; and iii) December 11, 2020, is deadline for CoE curriculum proposals.

4. Alternate Options for F2F Courses

1) Asst. Dean Garcia has received several letters from students to obtain accommodations for Fall 2020 F2F courses. Asst. Dean Garcia presented a slide with a draft process to handle these types of requests; and ii) Asst. Dean Garcia also shared the ABET link (<https://www.abet.org/accreditation/covid-19-update/>) regarding accreditation during COVID. In summary, ABET understands temporary modifications, it is not necessary to report short term changes to delivery, content, or grading methods (for spring, summer or fall 2020).

2) Executive Committee members discussed possible alternate options for F2F courses and grading methods.

5. College of Engineering Scholarships

The Executive Committee members discussed how the scholarships that were not awarded by the deadline for the College of Engineering should be handled for awarding. Dean Olevsky will ask for an extension of the deadline for the College Committee to make final decisions on awardees, otherwise the University Committee will be allowed to determine final awardees.

6. Research/Grant Updates

Interim Assoc. Dean Garoma provided the following updates: i) Seven NSF CAREER proposals; and ii) Interim Assoc. Dean Garoma has met and is working with C5BDI, a company which represents over 250 small business technology and/or services firms, to connect CoE faculty with research opportunities through C5BDI. Interim Assoc. Dean Garoma has sent e-mails to the faculty regarding C5BDI.

7. JDP Updates

Interim Assoc. Dean Garoma provided the following updates:

1) (85) applications received for F2020 admission cycle, (7) rounds of reviews (3/13 through 7/6/2020) and (43) applications were recommended by the JDP Steering Committee.

2) (25) of the recommended applications were forwarded to UCSD departments, (20) applicants were approved by UCSD departments and (13) applicants were admitted by both SDSU & UCSD graduate divisions, of those admitted, (4) requested deferral to Spring 2021 or Fall 2021. Total Fall 2020 Enrollment: (52) ~ 45 (returning) + 7 (new).

3) Interim Assoc. Dean Garoma presented slides and handouts on proposed plans for Engineering JDP – Funding for Tuition Fees and Funding for UCSD Fee. The Executive Committee members reviewed and discussed Interim Assoc. Dean Garoma’s plans and were in agreement that they were fair and acceptable.

8. Master’s Programs Updates

Interim Assoc. Dean Garoma presented slides showing number of Master’s Seeking (New CA resident, new non-resident and international) F19 & F20 applications, F19 & F20 Admits, F19 & F20 Intents to Enroll, and F20 target for admits; and ii) Master’s Research Scholarship & UGF Awards.

9. Academic Advisors List During Summer

Interim Assoc. Dean Ozturk suggested an option to change the list of academic advisors on Department websites to a summer advising list, in which only 12-month appointed faculty, i.e., Interim Assoc. Dean Ozturk, Department Chair, Asst. Dean Garcia and CSSE student advisors would be listed; and a separate advising list for the academic semester which would include all of the faculty advisors. The Executive Committee members unanimously agreed on this option, and Asst. Dean Garcia will compose final verbiage to place on the advising websites.

10. Lab Software Set-up for Virtual Labs

Interim Assoc. Dean Ozturk and William Nguyen are going to purchase Labstats computer lab monitoring software which is used for universities.

11. ABET Preparation

ABET will not be doing site visits in 2020-2021 and possibly into 2021-2022. Interim Assoc. Dean Ozturk would like the College to start preparing considering also the possibility that the 2021-22 visit will be virtual so Departments can begin working on videos for evaluators to see our courses and labs online.

12. 120-Unit Reduction

Interim Assoc. Dean Ozturk informed the Committee that Asst. VP Schellenberg will update us when the proposals have been submitted. Interim Assoc. Dean Ozturk is monitoring the situation.

13. UG Curriculum Issues

Interim Assoc. Dean Ozturk showed a slide with data analysis which revealed that the first math course attended by Engineering students is critical in their progress to attaining major status and graduation.

Interim Assoc. Dean Ozturk shared the following interventions which have already started: i) cooperate with the College of Sciences to offer MATH 105, MATH 141, PHYS 195 and CHEM 100 in the summer program for incoming students. First time freshman earning credit in MATH 141 will be Calc ready during the first Fall semester; ii) advise students to complete Calculus and Chemistry courses in the summer semester after the first year; iii) offer core engineering courses in the summer program to allow students to catch up with their plan of study; and iv) offer closed loop tutoring for students who needs support in Math, Chemistry and core engineering courses. These interventions will not address the issue without changes in Engineering enrollment management and criteria with which students are admitted to Engineering programs. Interim Assoc. Dean Ozturk, Asst. Dean Garcia and Ms. Natasha Celise will continue to have further discussions with the Enrollment Management Task Force.

14. GI 2025 Update

Asst. Dean Garcia provided the following updates:

1) Summer 2020 vs. Summer 2019 New Student Orientations:

A) Down 229 freshman

B) Up 433 transfers

2) (2) New student orientations for transfer students remaining for Summer 2020 (about 50 students/orientation)

15. Educational Partnership Agreement with NIWC Pacific

Asst. Dean Garcia updated the Committee that the CoE had an existing educational agreement with NIWC and renewal is currently in the University Contracts Office for signature. NIWC will continue to collaborate with the CoE through the existing SDSU CoE educational partnership agreement.

16. Fall 2020 Important Dates

- **August 20, 2020 (Thu)** – 1:00pm-4:30pm – **CoE Fall 2020 Retreat** – via Zoom
- **October 13, 2020 (Tue)** – 11:00am-12:00pm – **CoE Faculty Mtg** – via Zoom
- **October 15, 2020 (Thu)** – 1:30pm-2:30pm – **CoE Staff Mtg** – via Zoom
- **November 6, 2020 (Fri)** – 8:30am-1:00pm – **Engineering Dean’s Advisory Board Mtg** – via Zoom
- **December 1, 2020 (Tue)** – 11:00am-12:00pm – **CoE Faculty Mtg** – via Zoom
- **December 3, 2020 (Thu)** – 1:30pm-2:30pm – **CoE Staff Mtg** – via Zoom
- **December 2020 – Engineering Commencement** – Details to be confirmed at a later date

17. Roundtable

Dr. Mi – The Provost had asked that for each F2F instructor, there needs to be a backup instructor to teach the course in case of COVID quarantine or positive cases. Dean Olevsky asked that the Department Chairs have a plan ready.

Asst. Dean Garcia – i) Inquired of Dean Olevsky whether there will be a F2F Commencement at end of Fall 2020 and Dean Olevsky commented that we have to see how the COVID situation is as the date approaches; and ii) Executive Committee Members unanimously agreed to postpone the December 2020 Engineering Banquet to 2021.

Having gone through all of the items on the agenda, Dr. Mi moved and Dr. Supernak seconded and the meeting was adjourned at 5:05pm.

Minutes submitted by Marcie Morihiro, August 14, 2020.