



EXECUTIVE COMMITTEE MEETING MINUTES

Wednesday, February 17, 2021
2:00pm-4:30pm, Meeting held via Zoom

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

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

1. URAD Engineering Update

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

- i) Reviewed College of Engineering Endowment & Scholarship Endowment list on the CoE website:
<https://www.engineering.sdsu.edu/giving/endowedfunds.aspx>
- ii) Shared the Where Are They Now Stories listed on the CoE Giving website:
<https://www.engineering.sdsu.edu/giving/wherearetheynow.aspx>
- iii) College goal for FY 2020/21 is \$6M and currently at approximately \$5.8M.
- iv) Paul Stuverud made an additional \$50K gift to the endowed scholarship fund “Paul Stuverud MESA Endowed Scholarship”.

2. Approval of 2/3/2021 Exec. Comm. Mtg. Minutes

The Executive Committee Members unanimously approved the 2/3/2021 Executive Committee Meeting minutes, with minor changes to item #5 & #7.2.C.

3. University Administration Meetings

Dean Olevsky provided the following updates:

- 1) Academic Deans Council (ADC) – i) Discussed Assigned Time (AT) Policies, ii) Discussed tenure-track process for Assistant Professors and possible accommodations that could be made because of COVID; iii) Spring Commencement: more details will be forthcoming; iv) Vaccinations – there have been delivery delays of the vaccine in San Diego County. Phase 1B recipients (which includes all affiliates of SDSU) will be eligible to begin receiving the vaccine possibly starting in March. SDSU will be sending an email to SDSU affiliates with a notification of their Phase 1B status and the vaccination available; and v) Repopulation plans will be rolled out in phases and will be dependent upon COVID situation and how the vaccination process is progressing.
- 2) Executive Committee discussed the upcoming CoE Exec. Comm. Meeting with Interim VPR Hala Madanat to discuss the College of Engineering Proposed Activities on MV Campus.
- 3) Dean Olevsky met with Eric Hansen (Assoc. VP, Business Operations), Kim Carnot (Exec. Director, Facilities Services) and Jacqueline Lane (CoE Financial Analyst) regarding the Facilities Signature Work Flow for College of Engineering. The CoE has set up an Adobe Sign workflow so that Department Coordinators and Department Chairs can sign to authorize Facilities Services work orders.
- 4) Dean Olevsky updated the Executive Committee Members that the Assigned Time server is down as it needs to be updated to php version for security reasons. William Nguyen is currently working on the Assigned Time server. The Executive Committee Members discussed the different ways for faculty to submit their information in the case that the Assigned Time server is not able to come back online. Dr. Mi shared a Google Form that he set up and he can share with other Department Chairs that are interested.

4. Update on Faculty Searches

AE Aerodynamics – Dr. Lu – a total of (97) applications received and search committee has reviewed them all and has a shortlist of (10) candidates for Zoom interviews which have been approved by the College and OERC. The Committee is setting up interviews this week and next week.

CCEE Coastal – Dean Olevsky – Dr. Ignacio Sepulveda accepted the position.

CCEE Sustainable Infrastructure – Dean Olevsky - The candidate declined the offer and the CCEE Department is taking a poll on how to move forward with the position.

ME Computational Mechanics – Dean Olevsky - Dr. Qizhi He will join the ME Department.

5. Advising & EAB

Asst. Dean Garcia shared the following documents & information related to Advising & EAB:

- 1) Email from Amanda Fuller that was sent campus wide regarding the upcoming updates to the SDSU Navigate (EAB) System.
- 2) College of Engineering Pilot Overview for SDSU Navigate (EAB) with the purpose, goals, and a table provided by Amanda Fuller that gives an overview of the role/process for users and the related training materials in the EAB CANVAS homeroom.
- 3) SDSU Navigate (EAB) Role: College Leadership to further define roles and actions. This will be used campus wide when EAB rolls out campus wide over summer 2021.
- 4) Spring 2021 SDSU Navigate information sheet that will be sent to all students with instructions on how to schedule advising, how to log into SDSU Navigate and utilize the new system. Asst. Dean Garcia and Interim Assoc. Dean Ozturk will include the information sheet as they prepare Engineering students for CoE EAB launch on March 1st.

6. GI 2025 Update

Asst. Dean Garcia provided the following updates:

- 1) CIVE 121 tutoring inquiries will be directed to the CCEE Department as support is already provided.
- 2) The Provost funds that have been supporting the CSSE through Advising & GI 2025 Initiatives will be able to support advising through Spring 2022. Interim Assoc. Dean Ozturk and Asst. Dean Garcia will work on securing additional funds for tutoring that are expected to expire at the end of Spring 2021.

7. Research/Grant Updates

Interim Assoc. Dean Garoma did not have any additional updates since previous Exec. Comm. Mtg.

8. JDP Updates

Interim Assoc. Dean Garoma provided the following update:

- 1) 102 applications were received by the 12/15/2020 deadline:
 - A) Review Round 1 (1/8/21) – (25) applications reviewed with (14) Recommended for Admission and (11) Denied Admissions.
 - B) Review Round 2 (1/15/21) – (6) applications reviewed with (5) Recommended for Admission and (1) Denied Admission.
 - C) Review Round 3 (1/25/21) – (8) applications reviewed with (5) Recommended for Admission and (3) Denied Admissions.
 - D) Review Round 4 (2/11/21) – (4) applications reviewed with (3) Recommended for Admission and (1) Denied Admission.
 - E) Review Round 5 (2/17/21) – (12) applications reviewed with (8) Recommended for Admission and (4) Denied Admissions.

10. Master's Programs Updates

Interim Assoc. Dean Garoma provided the following updates:

- 1) Interim Assoc. Dean Garoma presented a slide with a table showing comparison of Applications Received/Admits/Intents to Enroll for New Master's Seeking CA Residents and New Master's Seeking Non-resident & International for Fall 2020 from 10/1/2019 to 2/14/2020 & Fall 2021 from 10/1/2020 to 2/12/2021, showing the numbers by Department.

2) Showed U.S. News Graduate Student Connect web page for San Diego State University College of Engineering and shared the amount of unique visitors and page views. For a 12-month Grad Student Connect subscription is \$5,430 and Interim Assoc. Dean Garoma listed what the subscription includes.

11. ABET Preparation

- 1) Interim Assoc. Dean Ozturk has created a document 'ABET Virtual Visit – Facility Tours' which has the information that should be included in lab videos in case of an ABET virtual visit. In addition, he also created a list of all of the Department labs and the classroom in which the lab is held. Interim Assoc. Dean Ozturk also shared Dr. Youxian Wu's narration of an ABET lab video as a sample. The Department Chairs would like confirmation from ABET if the visit will be in-person or virtual before investing the time to complete the videos. Interim Assoc. Dean Ozturk will update the Department Chairs as he finds out more information from ABET.
- 2) The Department Chairs discussed with Interim Assoc. Dean Ozturk the College documents/information that they need for their Department ABET Self Study Reports. To make the process easier, the Department Chairs, within one week, should send a list to Interim Assoc. Dean Ozturk with the sections that they need College information, this way Interim Assoc. Dean Ozturk can then provide the information or provide the location of the information to the Department Chairs.

12. UG Curriculum Issues

Interim Assoc. Dean Ozturk provided an update on the Fall 2021 course plans and shared the Fall 2021 course list with updated capacities on classrooms. Interim Assoc. Dean Ozturk needs those Department Chairs that have not yet populated the course list to input their information as soon as possible, as Interim Assoc. Dean Ozturk's deadline is Monday, February 22.

13. Important Dates

Spring 2021

- **February 18, 2021 (Thu)** – 1:30pm-2:30pm – **CoE Staff Mtg** – via Zoom
- **February 23, 2021 (Tue)** – 4:00pm-5:00pm - **CoE Virtual Info. Session for Out-of-State Students** – via Zoom
- **March 19-20, 2021 (Fri & Sat)** – **Virtual Student Research Symposium** – More information to be posted at: https://research.sdsu.edu/research_affairs/student_research_symposium
- **March 20, 2021 (Sat)** – 10:00am-12:00pm - **Explore SDSU Day 1 (Academic Focus)** – via Zoom
- **April 13, 2021 (Tue)** – 11:00am-12:00pm – **CoE Faculty Mtg** – via Zoom
- **April 14, 2021 (Wed)** – 1:30pm-2:30pm – **CoE Staff Mtg** – via Zoom
- **April 17, 2021 (Sat)** – 10:00am-12:00pm - **Explore SDSU Day 2 (Out of Classroom Focus)** – via Zoom
- **May 5, 2021 (Wed)** – 9:00am-12:00pm – **Engineering Dean's Advisory Board Mtg** – via Zoom
- **May 5, 2021 (Wed)** – 1:00pm-4:30pm – **Spring 2021 Engineering Design Day** – via Zoom
- **May 2021 – Engineering Commencement** – Format to be announced

Having gone through all of the items on the agenda. Dr. Lu moved and Dr. Supernak seconded, and the meeting was adjourned at 4:52pm.

Minutes submitted by Marcie Morihiro, February 23, 2021.