

**EXECUTIVE COMMITTEE MEETING  
MINUTES**

Wednesday, September 21, 2022  
2:00pm-4:30pm, Meeting to be held via Zoom

Attendees: Dean E. Olevsky; Drs. J. Abraham, P. Lu, S. Sharma, D. Zhao; Assoc. Deans T. Garoma, Y. Ozturk, Asst. Dean T. Garcia; Sr. Director of Development, Kate Carinder and Julie Smitherman.

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

1. URAD Update

Kate Carinder, Senior Director of Development shared the following update:

1. Kate Carinder shared the CoE Development goal is 5M.
2. Kate Carinder shared the development team is continuing to say *Thank you* to those who have given and to ask for their continuous support.
3. Kate Carinder shared the Development team is meetings with each department chair to go over their Fall 22 strategic plans.
4. Kate Carinder shared that the CoE Development team hosted 20 engineering donors to an Aztec Football game at Snapdragon's Presidential Suite on September 16. Kate also stated that CoE Development team is scheduled to host another 20 donors at the Presidential suite at the November 12<sup>th</sup> football game.
5. Kate Carinder shared there is an Emeriti Faculty who is interested in supporting a gift to a student organization to develop a Space Civilization.

2. Approval of 09/07/2022 Exec. Comm. Mtg. Minutes

The Executive Committee Members unanimously approved the 09/07/2022 Executive Committee Meeting Minutes.

3. University Administration Meetings

Dean Olevsky shared the following update from meetings with President de la Torre, AVP/Executive Director of Research Foundation Michele Goetz and the ADC:

President de la Torre Meeting:

1. Dean Olevsky shared the details of the SB 410: Steps to Economic Parity in Salaries (S.T.E.P.S.) bill and the impact it will have on CSU.
2. Dean Olevsky shared the president's report on the pathway for CSU to have an Independent Doctoral Program.
3. Dean Olevsky shared the President's Office ideas on how to elevate SDSU's Graduation Ceremony.

AVP/Executive Director Michele Goetz:

1. Dean Olevsky shared AVP Michele Goetz RF's response time issues to grant development, grant management, and procurement.

ADC Meeting:

1. Dean Olevsky shared the Peoplesoft timeline.
2. Dean Olevsky shared the university and college Fall 2022 Enrollment numbers from Census 09/19/2022.
3. Dean Olevsky shared the Curricular Flow Procedures to speed up the course approval process.

4. Strategic Plan of CoE

Dean Olevsky shared the following update:

1. Dean Olevsky stated that he and the Chairs will draft the CoE Strategic Plan.

## 5. Review/Evaluation of Program Directors & Endowed Chairs

Dean Olevsky shared the following update:

1. Dean Olevsky shared the review/evaluation steps of the Program Directors & Endowed Chairs.
2. Dean Olevsky shared that each department chair is to contact Amy Jensen to review the Fall 2022 Periodic Evaluation Cycle.

## 6. CoE Constitution & Bylaws Update

Dean Olevsky shared the following update:

1. Dean Olevsky shared that Dr. Julio Valdes, Parliamentarian & Chair of the CoE Constitution & Bylaws has uploaded the working draft of the CoE Constitution & Bylaws to a shared drive and shared with the faculty to review.
2. Dean Olevsky shared that Dr. Valdes will also upload to the shared drive the 2015 Constitution & Bylaws and Assigned Time Policy so that the faculty can compare the documents.
3. Dean Olevsky shared that at the CoE Faculty Meeting on October 11, 2022, Dr. Valdes will hold a discussion and vote on the Constitution & Bylaws.

## 7. Undergraduate Program Update

Assoc. Dean Ozturk shared the following update:

1. Assoc. Dean Ozturk shared the SLO's and guidelines for "W" Courses fulfilling the GVAR.
2. Assoc. Dean Ozturk shared the courses that have been submitted on Curriclog.
3. Assoc. Dean Ozturk shared the US News range of rankings of the CoE.
4. Assoc. Dean Ozturk shared the rankings and overall score of all SDSU Undergraduate Programs.

## 8. Research/Grant Update

Assoc. Dean Garoma shared the following slides:

1. Research Data table on Proposal Submissions from T/TT for 2022/23 AY. Including the # of Proposals in FY 2022, FY 2023 (as of 09/21/22) and FY 2023 (% of FY 2022) by department.
2. Research Data table on # of Awards from T/TT for 2022/23 AY. Including the # of Proposals in FY 2022, FY 2023 (as of 09/21/22) and FY 2023 (% of FY 2022) by department.
3. Research Data table on \$ of Awards from T/TT for 2022/23 AY. Including the # of Proposals in FY 2022, FY 2023 (as of 09/21/22) and FY 2023 (% of FY 2022) by department.

## 9. JDP Program Update

Assoc. Dean Garoma shared the following slides:

1. Graph of the # of JDP Students per Advisor from 2016/17 – 2022/23.
2. Graph of the # of JDP Students being advised by Engineering Faculty compared to the # of Advisors from 2016/17 – 2022/23.
3. Assoc. Dean Garoma shared new proposed guidelines for awarding of tuition waivers to JDP students.

## 10. Advising Update

Asst. Dean Garcia shared the following update:

1. Table comparing the CSSE visits (in-person/virtual and email/text/phone) and # of distinct students from date range 08/22/2022-09/21/2022 and date range 8/22/22 – 9/2/22.
2. Asst. Dean Garcia shared the caseloads of the Major Advisors.
3. Pie chart of the % of CSSE appointments for Fall 2022 (08/22/22-09/21/22) of Major Advisors, Other Advisors, Peer Advisors, and Tutoring.
4. Graph of an Attendance Heat Map by Day & Month and by Day & Hour.
5. Asst. Dean Garcia updated on the recent CSSE Events: Coffee with the Deans and CSSE Open House.
6. Asst. Dean Garcia shared the upcoming events: Conduction Chat Series – Transfer Students on 10/18/2022 and 1<sup>st</sup> Gen Students on 11/08/2022.

### 11. GI 2025 Update

Asst. Dean Garcia shared the following update:

1. Asst. Dean Garcia shared the Master Plan assignments in 1<sup>st</sup> year courses (ME 190, AE 123, CivE 100).
2. Asst. Dean Garcia updated on the Major Advisors facilitating ENGR 101 course.

### 12. Student Success Fee Update

Asst. Dean Garcia shared the Fall 2022 Application process for Student Success Fees.

1. Applications submissions open 09/02/22 – 10/24/2022.
2. Only students may apply; student projects awarded.
3. Timeline.
4. Improvements to expense procedures.
5. Spring 2023 Application: new cycle - funds projects for Fall 23 through Spring 24.

### 13. Important Dates

#### Fall 2022

- **September 24 (Sat)**- 6:00pm-8:00pm-**New Faculty Star Party**-Mission Trails Regional Park Visitors Center, 1 Father Junipero Serra Trail, San Diego, CA 92119.
- **October 11 (Tue)** –11:00am-12:30pm–**CoE Faculty Meeting** – Gold Auditorium, Bio Science Center.
- **October 12 (Wed)** – 11:00am-1:00pm – **CoE Grad Fair** – Ziplaunch Pad, EIS-103
- **October 13 (Thu)** – 1:30pm-2:30pm–**CoE Staff Meeting** – Dean’s Conference Room E-203E.
- **October 28 (Friday)**-10:00am-11:00am-**Dedication-Dr. Richard Woodcock Rocket Project Student Lab.**
- **November 4 (Fri)** – 8:30am-1:00pm- **Dean’s Advisory Board** – Templo Mayor, Aztec Student Union.
- **December 5 (Mon)** – 11:30am-1:00pm – **CoE Holiday Lunch** – Garden Restaurant, Cuicacalli Hall.
- **December 6 (Tue)**–11:00am-12:30pm –**CoE Faculty Meeting**–Gold Auditorium, Bio Science Center.
- **December 8 (Thu)**–1:30pm-2:30pm – **CoE Staff Meeting** – Dean’s Conference Room E-203E

### 14. Roundtable

Asst. Dean Garcia shared that the Grad Fair will be on October 12<sup>th</sup> in the Zip Launchpad, and it will be a great recruitment opportunity.

Assoc. Dean Garoma shared that in their final semester, undergraduate students can enroll and reserve up to nine units (500- and 600-level) to be counted towards their graduate program course requirements but cannot count towards their undergraduate program requirements.

Having gone through all the items on the agenda, the EC voted unanimously in favor of adjournment at 4:54 pm.

Minutes submitted by Julie Smitherman, September 23, 2022.