

**EXECUTIVE COMMITTEE MEETING
MINUTES**

Thursday, February 02, 2023
9:00am-11:30am, 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; and Julie Smitherman.

Dean Olevsky called the meeting to order at 9:02 am.

1. Approval of 01/18/2023 Exec. Comm. Mtg. Minutes

The Executive Committee Members unanimously approved the 01/18/2023 Executive Committee Meeting Minutes with minor edit to 4.4.

2. University Administration Meeting Update:

Dean Olevsky shared the following update from the ADC Meeting.

1. Dean Olevsky shared the review of EO 1071 readiness.
2. Dean Olevsky updated on Faculty Searches and the need for available space.

3. Research/Grant Update:

Associate 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 02/01/2023) 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 Awards in FY 2022, FY 2023 (as of 02/01/2023) 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 Awards in FY 2022, FY 2023 (as of 02/01/2023) and FY 2023 (% of FY 2022) by department.

4. JDP Program Update

Associate Dean Garoma shared the following update:

1. Assoc. Dean Garoma shared the first review session that was scheduled for January 27, 2023 was cancelled due to the committee was unable to access the student records.
 - o The JDP Steering Committee will meet on Feb. 3, 2023 to start the screening/review process using unofficial transcripts submitted by applicants and other records.
 - o The committee will meet weekly to review applications as they become complete.
 - o Applicants recommended by the committee will be asked to submit their applications at UCSD by Feb. 17, 2023.
2. Assoc. Dean Garoma suggested a revision to the Guidelines for Awarding Tuition Waivers. The revision of the guidelines was necessitated by two factors:
 - o Per CGS, all students (incoming & returning) are eligible for NRTW Awards.
 - o Concern was raised with allocating NRTWs (a 'state resource') by a lottery system.In a revised guideline:
 - o All students (incoming & returning) are eligible for NRTW awards.
 - o For NRTWs award, merit-based criteria (GPA, GRE Scores, Publications, etc.) or a lottery system is being considered. Decision will be made after consultation with university lawyers.

5. Master's Program Update

Assoc. Dean Garoma shared the following update:

1. Assoc. Dean Garoma shared EO 1071 and Graduate Programs DLO Updates:
 - o EO 1071

- The Office Curriculum, Assessment and Accreditation will delete the following specializations per request of College of Engineering Departments to meet EO 1071.
 - Aerodynamics/Astronautics
 - Structural Mechanics
 - Construction Engineering
 - Geotechnical Engineering
 - Structural Engineering
 - Transportation Engineering
 - Water Resources Engineering
- Mechanical Engineering specializations will be deleted through proposals submitted in 2022/23.
- Environmental Engineering concentration area will be elevated to a program through a proposal submitted in 2022/23.
- DLO's
 - DLOs are required for the following graduate programs and department chairs are asked to work closely with program graduate advisors.
 - Civil Engineering (Dr. D. Zhao)
 - Environmental Engineering (Dr. D. Zhao)
 - Electrical Engineering (Dr. S. Sharma)
 - Computer Engineering (Dr. S. Sharma)
 - Master of Engineering (Assoc. Dean T. Garoma)
 - Engineering JDPs (Assoc. Dean T. Garoma)
 - Once the DLOs are developed, they can be sent to Assoc. Dean Garoma (or Brenda Wills in AA) and will update the map in Nuventive.
 - The DLOs can also be posted on the Department websites.

6. Undergraduate Update

Assoc. Dean Ozturk shared the following update:

1. Assoc. Dean Ozturk shared the Student Learning Outcomes and Guidelines for “W” Courses Fulfilling the Graduation Writing Assessment Requirement.

- To prepare students to write in a specific discipline, they will practice writing that includes the following components:
 - *a. Disciplinary means of argumentation and exposition.*
 - *b. Disciplinary ways of reasoning, analyzing, synthesizing, and evaluating.*
 - *c. Disciplinary formats, genres, and conventions.*
 - *d. Disciplinary vocabulary and prose style.*
- In addition, students will:
 - *Write with an awareness of general or specific audiences outside of their major disciplines (for example, ability to convey information or perspectives relevant to a discipline or to an audience beyond it).*
 - *Demonstrate an understanding of the rhetorical situation-purpose, context, and audience.*
 - *Apply writing processes effectively (i.e., research, prewriting, drafting, revision, and editing).*
 - *Actively read texts using a variety of reading strategies such as annotation, visual organizers, questioning, and discussion.*
 - *Produce a minimum of 2,000 words of writing per credit unit.*
- Students in “W” courses who are still working to master standard written English will find help and support for their particular needs in these classes.
- The University Writing Committee wishes to support departments in their creation or adaptation of writing courses and will be offering both general advisory sessions and ongoing assistance on a consultative basis.

2. Assoc. Dean Ozturk shared the GWAR Changes in the College of Engineering.
 - Electrical Engineering. EE 491W, EE492W Approved
 - Mechanical Engineering ME490AW Approved
 - Computer Engineering COMPE 491W, COMPE 492W Approved
 - Environmental Engineering. CIVE 495W Approved
 - Aerospace Engineering. AE 403W Approved
 - Civil Engineering. CIVE 495W Approved
 - Construction Engineering CIVE 495W Approved
 - Construction Management CIVE 495W Approved
3. Assoc. Dean Ozturk shared the impact of GWAR changes is reduction of 3-units for more than 90% of Engineering students and 6-units for close to 50% of Engineering students. This comes at the cost of stressing the senior design course in all majors.
 - These changes in the senior design course requires preparation and resource allocations to be successful GWAR in senior design courses start Fall 2023.
4. Assoc. Dean Ozturk shared Nuventive – Assessment Tracking Platform.
 - All undergraduate programs are already populated.
 - Our planed assessments are in the system.
 - Need a review of outcomes/course mappings for some majors.
5. Assoc. Dean Ozturk shared SDSU Institutional Learning Outcomes and that dome majors need to MAP DLOs to ILO's.
 - a. Demonstrate expertise in integrating ideas, methods, theories, and practices within and across academic/disciplinary areas of study. (Disciplinary/Interdisciplinary Knowledge)
 - b. Seek, analyze, contextualize, and incorporate information to expressly enrich understanding of the world. (WASC Information Literacy)
 - c. Develop the ability to sustain curiosity and to think critically, creatively, and independently. (WASC Critical Thinking)
 - d. Develop skills to collaborate effectively and ethically as leaders and team members. (WASC Oral and Written Communication)
 - e. Communicate effectively within and across academic, professional, and social contexts. (WASC Oral and Written Communication)
 - f. Use deductive reasoning and statistical methods to gather, interpret, and evaluate data critically, in order to assess the reasonableness of solutions to scientific, civic, and personal challenges. (WASC Quantitative Reasoning)
 - g. Demonstrate an understanding of diversity, equity, inclusion, and sustainability through local, global, and ethical perspectives.

7. Advising Update

Asst. Dean Garcia shared the following:

1. Asst. Dean Garcia shared the Advising Roles in the CESC Department.
 - To prevent students from ‘ Bouncing’, the advisors, departments, and college are consistent in their information to students.
 - CCA – Coordinator Care Advisors: They are resources outside of CoE. These advisors are assigned to every 1st-year student and 2nd-year extension students. They introduce Advising Tools.
 - PEER Navigators – Engineering students located in CSSE. They help students understand & utilize advising tools, and the student experience.
 - Major Advisors – Advisors are assigned to every engineering pre-major and major. Work with students course planning: GE, Major Prep & Major, graduation requirements, Master Plan, and guide them from start to finish.
 - Faculty Advisors – The department assigns faculty advisors to students to advise on course content, research opportunities, and graduate school.
2. Asst. Dean Garcia shared the Review Processes for Undergraduate Students.
 - Enrollment Services moved forms to online system: RAAR. 3rd Repeat Petition, Withdrawal, etc.

- Major Advisors record appointment summaries, forms, master plans, etc. in SDSU Navigate, Adobe Sign, and department Google folder.
- Referral to Department Chair or Assistant Dean as needed for unique/serious cases.

FORM/PROCESS	MAJOR ADVISOR	DEPARTMENT	DONOVAN
Change of Major (internal & campus)	- Students already in Eng. - Manual move to pre-major	- ME process - Dept. chair or designee make decision	- undeclared -outside eng.
RAAR	GWAR waiver GE/Grad. Reqs.	Course Equivalencies (Major or Prep)	N/A
Registration Exception Memos & Admin Drops	Refer to Dept.	Submitted by Dept. Designee	Refer to Dept.
3 rd Repeat Petitions	Adhering to policy	Refer to major Advisor	N/A
LSA/Withdrawals: refer to Registrar website	Refer to Asst. Dean	Refer to Asst. Dean	Refer to Asst. Dean

8. GI 2025 Update

Asst. Dean Garcia shared the following update:

1. Math Equity: Focus on Math 140 & 141 entering students.
 - Early communication re: math placement
 - ‘Block’ schedule to include Math support and ENGR 101
 - Additional Advising support
2. ENGR 101: Double sections in Fall 2023
 - 7 courses in Fall 2022; 14 courses in Fall 2023
 - Instructors paid by FASS
 - 19 student enrollment capacity
3. ME 190, CivE 100, AE 123
 - Master Plan Assignment
 - Major Advisors present

9. Important Dates

Spring 2023

- **February 14 (Tue)**–11:00am-12:30pm –**CoE Faculty Meeting**–Gold Auditorium, BioScience Center
- **February 16 (Thu)**–1:30pm-2:30pm – **CoE Staff Meeting** – Dean’s Conference Room E-203E
- **March 4 (Sat)** – 10:00am-5:00pm – **San Diego Festival of Science & Engineering** – Petco Park
- **April 15 (Sat)** – 9:00am – 2:00pm - **Explore SDSU**
- **April 25 (Tue)** - 11:00am-12:30pm –**CoE Faculty Meeting**–Gold Auditorium, BioScience Center
- **April 27 (Thu)** 1:30pm-2:30pm – **CoE Staff Meeting** – Dean’s Conference Room E-203E
- **May 3 (Wed)** – 9:00am-1:00pm – **Dean’s Advisory Board Meeting** – Templo Mayor
- **May 3 (Wed)** – 1:30pm-4:00pm – **Design Day** – Montezuma Hall

10. Roundtable

Asst. Dean Theresa Garcia encouraged department chairs to ask faculty to participate in Explore SDSU. Asst. Dean Garcia is exploring to add a new session at SDSU Explore for transfer students.

Having gone through all the items on the agenda, the EC voted unanimously in favor of adjournment at 11:17 am.

Minutes submitted by Julie Smitherman, February 02, 2023.