

**EXECUTIVE COMMITTEE MEETING
MINUTES**

Wednesday, March 15, 2023
2:45pm-4:30pm, Meeting to be held via Zoom

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

Excused: Assoc. Dean Y. Ozturk.

Dean Olevsky called the meeting to order at 2:47 pm.

1. URAD Update

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

1. Kate Carinder shared the CoE Development has secured \$3.6M of the \$4.5M goal for 2022/23.
2. Kate Carinder shared the Development Team has reached out to the Emeriti Faculty for ideas of engagement.
3. Kate shared the Development Team will continue to invite Alumni to already scheduled university & college events. And, encouraged faculty to invite Emeriti to Student Dissertations.
4. The *Day of Giving* was March 14, 2023. Report will be forthcoming.

2. Approval of 03/01/2023 Exec. Comm. Mtg. Minutes

The Executive Committee Members unanimously approved the 03/01/2023 Executive Committee Meeting Minutes.

3. University Administration Meeting Update

Dean Olevsky shared the following update from the AA Senior Leadership Meeting.

1. Dean Olevsky reported on the Mandatory Reporting Obligations and Title IX Academic Support.
2. Dean Olevsky reported on the CSU-Wide Overview of system audits on State and Foundation expenditures.
3. Dean Olevsky shared that Kent McKelvey, Director of Information Technology Network & Infrastructure, is surveying a potential migration of campus voice services from current phone system (PBX/Mitel) to ICaaS/Zoom Phone.

4. Faculty Search Update

ECE Department – Dr. Satish Sharma reported:

- Optics Photonics Electronics: The on-campus interviews took place on 03/09, 03/13, and 03/15. The ECE Faculty will rank the candidates and send to Dean by March 20, 2023.
- fred harris Endowed Chair: Phone interviews and the short-list has been approved. The on-campus interviews are set for 04/03, 04/05, 04/07, 04/12.

ME Department – Dr. John Abraham reported:

- Interfacial Design in Energy Storage: The on-campus interviews have been completed. The ME Faculty will rank the candidates and submit to the Dean on March 16, 2023.
- Energy Storage: Two on-campus interviews have been completed. The other two will take place on 03/16, and 03/21.

AE Department – Dr. Ping Lu reported:

- Space Engineering: Three on-campus interviews have been completed. The other two will take place on 03/17 and 03/20.

Dean Olevsky reported on the preparation of proposals for 2023/24 Faculty Lines.

5. ABET Review Update

The department chairs shared they attended the ABET Seminar on “How to better plan for Assessment” on 03/03/2023 and updated the EC on the department assessment reports.

6. 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 03/13/2023) 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 03/13/2023) 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 03/13/2023) and FY 2023 (% of FY 2022) by department.

7. JDP Program Update

Associate Dean Garoma shared the following update:

1. Assoc. Dean Garoma shared the Fall 2023 Application Cycle table as of 03/13/2023 by program.
2. Assoc. Dean Garoma shared the Applications numbers forwarded to UCSD Departments.
 - MAE - 13
 - ECE - 7
 - STE - 1
 - BIOE – 3
 - TOTAL - 23
3. Assoc. Dean Garoma shared the college consulted with the university lawyers, and it is fine to use a lottery system to allocate Tuition Waivers.

8. Master’s Program Update

Assoc. Dean Garoma shared the following update:

1. Assoc. Dean Garoma shared the *Guidelines for Allocation of Assigned Time for Graduate Advisors*.
2. Assoc. Dean motioned to “Implement the Guidelines for Allocation of Assigned Time for Graduate Advisors”.
 - The Executive Committee unanimously voted to implement the guidelines starting Summer 2023.
 - The Guidelines will be shared with the faculty at the 04/25/2023 CoE Faculty Meeting.

9. Advising Update

Asst. Dean Garcia shared the following:

1. Asst. Dean Garcia shared the Pre-major to Major update:
 - Asst. Dean Garcia identified and reviewed 1466 premajor students. All eligible students have been moved to major and notified by Registrar’s Office.
 - Asst. Dean Garcia shared the Major Advisors will follow up with appointment campaigns priority by class level.
 - Asst. Dean Garcia shared the system may be fixed in the near future.
2. Asst. Dean Garcia shared Advising concerns & questions:
 - Major Status update:
 - Not being checked in My.SDSU as in WebPortal.
 - Need to build in as course prerequisites.
 - CESC update:
 - New CESC VP of Academic Affairs will begin Spring 2023. The VP will be the voice for the students. CESC VP is developing protocol habits/preferences.

10. GI 2025 Update

Asst. Dean Garcia shared the following update:

1. Asst. Dean Garcia shared the Transfer Student Initiatives.
 - Early New Student Orientation (NSO) for Transfer Students
 - To be held in June (previously August)
 - To increase Yield of New Transfer Students
 - To Promote Summer S2 attendance
 - Engineering courses identified in S2
 - CivE 225 (Math 150 & Phys 195 or Phys 180A(for ConM))
 - ConE 240 (Phys 180a) & ConE 330 (Math 150)
 - EnvE 335 (CHEM 202/200 & major status?)
 - ME 190 and ME 220 (ME/AE 200 & Math 151 both with C or better)
 - PHYS 196 and PHYS 196L (promoted to current student)
 - Proposed Engineering Majors Invited to Early NSO
 - Aerospace Engineering
 - Civil Engineering, ConE, ConM, EnvE
 - Mechanical Engineering

11. Important Dates

Spring 2023

- **March 31 (Fri)** – Campus closed – **César Chávez Day**
- **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

12. Roundtable

Dean Olevsky shared the CoE Outreach Initiative for Design Day. There will be ~ 200 high school students attending Design Day and other coordinated events on May 3rd.

Dean Olevsky reminded the department chairs to share the draft of the CoE Strategic Plan with their faculty for feedback.

Asst. Dean Garcia shared that CESC is working on bringing back *The Order of the Ring Ceremony*.

Having gone through all the items on the agenda, the EC voted unanimously in favor of adjournment at 4:46 pm.

Minutes submitted by Julie Smitherman, March 17, 2023.