

**EXECUTIVE COMMITTEE MEETING
MINUTES**

Wednesday, May 17, 2023
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; and Julie Smitherman.

Dean Olevsky called the meeting to order at 2:02 pm.

1. Approval of 05/01/2023 Exec. Comm. Mtg. Minutes

The Executive Committee Members unanimously approved the 05/01/2023 Executive Committee.

2. University Administration Meeting Update

Dean Olevsky shared the following University Administration update.

1. Dean Olevsky shared the data of the current graduate admissions numbers with President de la Torre and Provost Ochoa.
2. Dean Olevsky reported that the Graduate Office has hired additional staff to process graduate applications. Dr. Sharma shared the current Fall 23 ECE Graduate Admission numbers: (14) EE Graduate Students Admitted; (5) CompE Graduate Students Admitted; (6) students out of the (19) have confirmed intent to enroll.
3. Dean Olevsky shared that My.SDSU is to be improved.
4. Dean Olevsky shared the CoE Summer and Fall Enrollment numbers are on target.
5. Dean Olevsky shared the Fall 23 low-enrollment graduate courses and that he will need to have written Justification to keep those courses in the Fall 23 Class Schedule.

3. Faculty Search Update

Dean Olevsky shared the following Faculty Search Update.

1. Fall 2023 - All Assistant Professor and Professor positions have been filled.
 - AE Department – Assistant Professor - Space Engineering
 - ECE Department – Assistant Professor - Optics Photonics Electronics
 - ECE Department – Professor - fred harris Endowed Chair
 - ME Department – Assistant Professor - Energy Storage
 - ME Department – Assistant Professor - Interfacial Design in Energy Storage
2. Dean Olevsky shared the VPAA #'s for 2024/25 T/TT Searches.
 - VPAA # 2024/25-27 ME Department Chair
 - VPAA # 2024/25-28 AE Emerging Multi Tech Assistant Professor
 - VPAA # 2024/25-29 CCEE Construction Assistant Professor
 - VPAA # 2024/25-30 ME Fire Research Assistant Professor
3. Dean Olevsky reported that the interviews for the Cybersecurity Director position have been completed, a candidate chosen and negotiations are currently underway.
4. Dean Olevsky shared there is a 5th Assistant Professor CyberSecurity position for 2024/25 that is assigned to the ECE Department. The other two Assistant Professor CyberSecurity positions will be assigned to the CoS and FCOB respectively.

4. ABET Review Update

Assoc. Dean Ozturk shared the following report.

1. Mechanical Engineering: Second Draft has been reviewed and returned to the department. The final draft is expected for the Spring 2023 Assessment results for individual courses.
2. Electrical Engineering: The First Draft was reviewed and returned to the department. Department to provide Second Draft for review by June 15, 2023.
3. Computer Engineering: The First Draft was reviewed and returned to the department. Department to provide Second Draft for review by June 15, 2023.

5. Research/Grant Update:

Associate Dean Garoma shared the following slides:

1. Research Data table on # of Proposal Submissions from T/TT for 2022/23 AY. Including the # of Proposals in FY 2022, FY 2023 (as of 05/17/2023) 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 05/17/2023) 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 05/17/2023) and FY 2023 (% of FY 2022) by department.

Assoc. Dean Garoma shared the Research Space survey:

1. The SDSU RF is conducting an extensive survey of research space for new F&A application.
2. Dept. Chairs will assist with data collection of the research spaces. The review deadline is 07/15/23.
3. Research Space identification requirements (07/01/2022-06/30/2023).
 - PI identified
 - Occupants identified – paid and unpaid (visiting scholars, volunteers, etc.)
 - The time spent in space for the FY (0-1 effort).
 - Functional use of the research space (%).
 - Organized Research
 - Other Sponsored Program
 - Instructional & Dept. Research
 - Other Instructional Activity
 - Vacant/Unassigned

6. JDP Program Update

Associate Dean Garoma shared the following update:

1. Assoc. Dean Garoma shared the Fall 2023 Application Cycle table as of 05/17/2023 by program. Anticipated new student enrollment is ~ (8) CA Resident and ~ (6) International.
 - ECE
 - (7) Offer Letters issued
 - All International Students (2 Vietnam, 1 Sri Lanka, 1 Norway, 1 Georgia, 2 Iran)
 - MAE
 - (7) Offer Letters issued
 - (4) CA Resident Students
 - (3) International Students (1 Iran, 1 Columbia)
 - ST
 - (1) Offer letter issued to CA Resident Student

7. Master's Program Update

Assoc. Dean Garoma shared the following update:

1. Assoc. Dean Garoma shared the Fall 2023 Master of Engineering Application Cycle as of 05/17/2023.
 - (18) Applications
 - (14) Recommended for admissions
 - (14) fully admitted and completed Intent To Enroll
 - (4) Pending checklist completion

8. Undergraduate Update

Assoc. Dean Ozturk shared the following Undergraduate Program slides:

1. Summer Enrollment is currently at 193 FTES. (The CoE Target number is 180)
2. The target number was reduced to 180 based on the college discussions with the Provost Office.
3. FTES by Department:
 - AE 20.3 (3 sections)
 - CIVE 77.36 (13 sections)
 - ECE (53.64 (8 sections)
 - ME 42.66 (9 sections)
4. Assoc. Dean Ozturk shared a graph of the (4) year graduation rate graph of the Percent of First-Time Students from 2010-2018. There has been a 22.5% increase from last year.
5. Assoc. Dean Ozturk shared a graph of the Graduation Rates (College-URM) from 2010-2018. The graduation rate for NonURM students increased by 31% while URM students declined slightly.
6. Assoc. Dean Ozturk shared a graph of the Retention Rates (College-URM) from 2010-2018.
7. Assoc. Dean Ozturk shared a graph of the Graduation Rates (Female) from 2010-2018.
8. Assoc. Dean Ozturk and Asst. Dean Garcia shared the approach and outcomes the CoE is addressing URM GAPS.

9. Sr. Design Writing Component Update

Assoc. Dean Ozturk shared the following update:

1. Meeting with College of Arts & Letters will take place on 05/19/2023.
2. A Hybrid Model is being proposed with CoE JDP Students, CAL English Language, and/or RWS students (faculty) teaching the writing component.

10. My.SDSU Update

Asst. Dean Garcia shared the following update:

1. Registration Issues Update.
 - Eligible students will be moved manually to major by Advising Team. The goal is to move all eligible students by 06/09/2023 (2 weeks after receiving the list from enrollment services).
 - Resolving Premajor Status as Prerequisite to Upper Division Classes. We need to set course prerequisites to impaction criteria.
 - My.SDSU does not clear course prerequisites that are cleared via RAAR or that have changed.
 - Registration Exception Memos submitted by Major Advisors for AE, CCEE, and ECE to assist department staff. ME will continue to submit their own.
 - My.SDSU does not check for prerequisites met or in progress.
 - Prerequisites are coded according to the catalog.
 - For a short time, changes will be made to 2023 catalog. Students are already registering and these need to be updated as soon as possible.

11. Advising Update

Asst. Dean Garcia shared the following update:

1. End of Semester Issues
 - Finalizing Graduation; Catalog year, etc.
 - Course Planning; Summer and Fall
 - Moving Pre-Majors
2. New Student Orientation
 - Transfers 06/29, 06/30 and 08/3-08/11
 - First Year 07/08 – 07/31
 - Introduce Pillars of Engineering
 - Asst. Dean Garcia will add ABET Outcomes language and share with Executive Committee members for review.

12. GI 2025 Update

Asst. Dean Garcia shared the following update:

1. Career/Internship Coordinator: Liza Aguirre-Oviedo.
 - Communicate with Department Chairs
 - Relaying information from companies/students
 - Supporting presentation in Engineering Classes: E 101 and as requested by faculty
 - Align activities with CoE Strategic Plan and NACE Standards.

13. Important Dates

Summer 2023

- May 22-June30 - **Summer Session 01**
- July 5-August 14 – **Summer Session 02**

Fall 2023

- **August 17 (Thu)** – 1:00pm-4:30pm – **CoE Faculty & Staff Retreat**– Templo Mayor Conference Room, Aztec Student Union
- **August 17 (Thu)** – 6:30pm-8:30pm – **CoE Gathering** – Tom Ham’s Lighthouse
- **August 21 (Mon)** – **First Day of Classes**
- **October 10 (Tue)** – 11:00am-12:30pm - **CoE Faculty Meeting** – Gold Auditorium, BioScience Center
- **October 12 (Thu)** – 1:30pm-2:30pm - **CoE Staff Meeting** – Dean’s Conference Room E-203E
- **December 4 (Mon)** – **CoE Faculty & Staff Holiday Event** – TBD
- **December 5 (Tue)** – 11:00am-12:30pm - **CoE Faculty Meeting** – Gold Auditorium, BioScience Center
- **December 7 (Thu)** - 1:30pm-2:30pm - **CoE Staff Meeting** – Dean’s Conference Room E-203E

14. Roundtable

Dean Olevsky shared the CoE Commencement Ceremony was energetic and went very well.

Having gone through all the items on the agenda, the EC voted unanimously in favor of adjournment at 4:35 pm.

Minutes submitted by Julie Smitherman, May, 19, 2023