

Executive Committee Meeting Minutes

Wednesday, September 3, 2014
2:00pm, Dean's Conference Room, E-203

Present: Dean M. Mehrabadi, Drs. K. Moon, N. Nosseir, J. Supernak, L. Tummala, B. Westermo; Theresa Garcia; Marcie Morihiro

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

1. **ABET 2015:**

Dr. Westermo asked the Department Chairs whether they have received his e-mail with templates for the 2015 self-study report and the evaluation letter from ABET's last visit in 2009. All chairs acknowledged that they have received Dr. Westermo's email. Dr. Westermo then requested that each Department Chair e-mail him electronic copies of each Department's 2009 self-study reports. In addition, he reminded the Department Chairs that all syllabi need to be updated to match the ABET format as soon as possible. Dr. Westermo will be checking the ABET website for the requirements and timeline for notifying ABET and inviting an ABET evaluation team to visit us in Fall of 2015. He will also be e-mailing Marcie any ABET information that needs to be posted to the CoE website.

Dean Mehrabadi commented that the Department Chairs should continue to utilize Departmental Faculty meetings to keep faculty informed about program assessment and improvement. He also emphasized the importance of documenting curricular changes and continuous improvement measures.

2. **WASC & WEAVE:**

Dr. Westermo reminded the Department Chairs that he has e-mailed them the new version of SDSU assessment primer, noting that the WEAVE reporting deadlines are Dec. 1 (for Fall 2013 data) and May 1 for Spring and Fall 2014 data.

3. **120-unit Rule Exemption:**

Dr. Westermo is waiting for final corrections to the 120-unit Exemption Request forms from CCEE & ME (Bioengineering). Dr. Moon informed Dr. Westermo that ME has set up a committee to look at the Bioengineering 120-unit exemption. Dean Geoff Chase has requested that the forms be returned one week from Friday, September 5. Per Dr. Westermo, at this point in time, only the exemption request and curriculum matrix are due to the CSU Chancellor's Office and they do not need the General Education Committee or Senate approval yet. Dean Mehrabadi emphasized that departments should immediately start preparing the curricular proposals and pave the way for getting approval from the GE Committee and the Senate. He added that lowering the number of GE units will definitely impact the current SDSU 4-year graduation rate which is 30% (CoE's 4-year graduation rate is even lower).

4. **Search Committees for Assoc. Dean, AE Chair, ECE Chair, ME Chair, CCEE Transportation & ME Design Positions:**

1. Associate Dean – (49) resumes received as of 9/2/2014. Dr. Westermo is to schedule a meeting of the search committee next week. Committee members have been e-mailed the resumes and Excel spreadsheet to rank the candidates.
2. AE Chair – Dr. Nosseir submitted and received a VPAA#. The AE search committee has been determined.

3. ECE Chair – Dr. Tummala is meeting with the faculty on Thursday, 9/4/2014 to determine the ECE committee members. A VPAA# Request form will need to be completed by the Committee Chair once committee is confirmed.
4. ME Chair – Dr. Moon stated that the ME search committee is complete and a secret ballot still needs to be conducted for the Chair of the committee. A VPAA# Request form will need to be completed by the Committee Chair once committee is confirmed.
5. CCEE Transportation Position– Dr. Supernak submitted a VPAA# Request Form and Academic Affairs has not yet returned a VPAA#. The CCEE search committee has been formed.
6. ME Design – Dr. Moon or search Committee Chair will need to submit a VPAA# Request Form.

Marcie reminded faculty that the VPAA# Request Forms can be found on the Academic Affairs website at:

<http://provost.sdsu.edu/documents/Tenure%20Track%20Request%20Form%20online.pdf>

5. **New Engineering & Interdisciplinary Sciences Building:**

President Hirshman has formed a new Engineering & Interdisciplinary Sciences (ENIS) Building Committee to better communications from all parties involved with the new ENIS Building. The Committee includes: Dr. Stephen Welter (Chair), Kathy Lamaster, Dean Mehrabadi, Dean Stanley Maloy (Sciences), Dean Marilyn Newhoff (Health & Human Services), Bob Schulz (Real Estate, Planning & Development), Laura Shinn (Facilities, Planning, Design & Construction) and Ben Moraga (Univ. Relations & Development).

President Hirshman has given the directive that the purposes of the ENIS Building are as follows (to be used when speaking with donors/industry):

- 1) The senior leadership is strongly committed to the building and we are moving it forward.
- 2) The building is going to be a public-private partnership. The university has significant funds available to support the building, but we will also need donor funds to support it.
- 3) The new building will provide a home for engineering, inter-disciplinary research and entrepreneurship.
- 4) This will allow us to expand our engineering enrollments, create new technologies to address real-world challenges and support technology transfer/business development.

Dean Mehrabadi announced that the President is expecting the CoE to have 200 more FTES by the time the ENIS Building is completed.

Dr. Westermo inquired about the timeline for the new ENIS Building and Dean Mehrabadi informed the committee that the President would like to break ground for the new building in Summer 2015 (which means the IT & EL buildings should be demolished by March 2015). Dean Mehrabadi, Kathy Lamaster and Laura Shinn have been working and meeting with CoE faculty on a regular basis to figure out faculty moves to Adams Humanities (AH) and other facilities. It is possible that the moves can happen over the next couple of months. The teaching labs will be more difficult to move and might be placed temporarily in X Lot, however, Kathy Lamaster is looking into other possibilities.

Theresa Garcia mentioned that the CoE student organizations will also need temporary space during construction and Dean Mehrabadi informed the committee that we have requested space for the student organizations and the Mechatronics club in AH.

6. **Graders:**

Marcie provided a printed e-mail from Jacqueline Lane which informed both Department Chairs and Coordinators that graders received a \$1.50/hour raise and are now paid \$11.50/hour. Dean Mehrabadi asked that everyone pay graders at the new \$11.50/hour rate and not to go above this rate.

7. **Student Success Fee & CoE Committee:**

Theresa Garcia has sent an e-mail to the Department Chairs and Student Success Fee Committee members with a list of the CoE Committee members and CoE Policy. Theresa has also e-mailed the same information to Kathy Lamaster. Theresa has been encouraging students to submit their Student Success Fee forms which are due to the Dean's Office by 4pm, Wednesday, September 24th.

Dean Mehrabadi mentioned that under the 2014-15 Proposed Goals and Initiatives put forth by the Office of the Provost, there are two opportunities for applying for mini-grants:

1. The Faculty Mini-Grant will provide 20 faculty with funds to support undergraduate students in their research programs. The objective is to increase undergraduate research through participation in faculty research.
2. The Student Mini-Grant program will provide funding for student's original research. The goal of this program is to support the original research of 50 additional undergraduate students in the coming year.

The deadlines for applying for these grants is Friday, September 26th, 2014. Please check with Dean Geoff Chase and Dr. Steve Welter for more information.

8. **College of Engineering Bylaws:**

Dr. Edith Benkov made a final review of the CoE Bylaws and Dean Mehrabadi and Marcie reviewed and updated the bylaws accordingly. The CoE Bylaws were given to the Executive Committee and Marcie will be e-mailing it to the CoE Constitution & Bylaws Committee on Thursday, 9/4/2014. The updated Bylaws have to be in place by September 10th, 2014, per SDSU policies.

9. **Fall 2014 FTES for CoE Departments:**

As of 8/30/14 the FTES for each CoE Department is as follows (rounded numbers): AE – 228; CCEE – 344; ECE – 477; ME – 535

10. **2015 Engineering Design Day & Senior Banquet:**

Dean Mehrabadi discussed with the Executive Committee the idea of having an annual Engineering Design Day, instead of having the event each semester. Since each of the Departments already hold their own Design Day with presentations, grading and judging each semester, it was decided that an annual CoE Design Day is sufficient and more cost effective. Dr. Janusz mentioned that the CCEE Department may be able to have their Fall Design Day off-site at the CalTrans building free of charge.

The tentative date for both the Engineering Design Day & Senior Banquet is the last day of Spring 2015 classes which is Thursday, May 7th, 2015, to be held in Montezuma Hall. Due to the large number of groups participating in the annual Design Day, the entire Montezuma Hall will be utilized from 10am-2pm, with the Senior Banquet being held from 5p-8pm. There is a possibility that the NSF Site visit may fall on the May 7th, in which case we may have to reschedule, as Dean Mehrabadi, Dr. Moon and Theresa Garcia will not be able to attend.

11. Departmental Meetings with Provost Enwemeka:

The Provost has requested individual department meetings with all SDSU Colleges to include the Dean, Department Chairs, Faculty & Staff during the Fall 2014 semester.

The College of Engineering meetings are in various stages of confirmation:

AE – Confirmed for Wed 10/22 – 9:30am-10:20am (Dean’s Conference Room)

CCEE – Confirmed for Thu 12/4 – 11:10am-12pm (Mechanical Engineering Conf. Room)

ECE – Dr. Tummala provided dates today for Thu 9/25 & 10/23 from 11:00am-11:50am (Dates have been e-mailed to Provost’s Office and awaiting confirmation)

ME – Confirmed for Tue 9/23 – 11am-12pm (Dean’s Conference Room)

12. I-9 Forms & Procedures:

In a follow-up to the 8/20/14 Executive Committee meeting, Marcie provided a printed e-mail from Jacqueline Lane that she receives from Human Resources which indicates whether employees have not completed their hiring paperwork and whether they are eligible to begin work. Jacqueline will continue to forward these e-mail to Department Chairs and Coordinators as she receives them.

Provost Enwemeka has also sent an e-mail to all SDSU Faculty regarding being in compliance with hiring procedures including the completion of the I-9 form. Dean Mehrabadi asked that everyone read and stay compliant with the University policies.

13. 2014-15 College Committee Members:

The Executive Committee reviewed the 2014-15 College Committee Members list and the following changes have been made to the International Programs Committee:

1. Dr. Tummala has been added in place of Dr. Ozturk, as Dr. Tummala sits on the University International Programs Committee.
2. Dr. Nossier has been added as he has a connection with Furtwagen University in Germany that will also offer an internship and there is a possibility of a JDP program.
3. Theresa Garcia has been added and she will be working on streamlining the CoE International programs to bring them in line with Dr. Sweedler’s Office of International program.
4. Theresa Garcia will be checking with Dr. Valdes to see if he is still offering the Panama study abroad program and if so, she will check to see if Dr. Valdes want to be added back on the committee.
5. Dr. Moon is to send the MOU information for Sejong University to Theresa Garcia to finalize the program. This program will offer SDSU students free housing in Seoul and all English classes.

Dean Mehrabadi announced that we only have 25 engineering students participating in International Programs which in previous years was up to 54. Our goal is to increase the number of students participating in International Programs to 50 in one year.

14. **Development:**

- A. **Senior Director of Development** – There are several positions available on campus. The CoE Executive Committee interviewed Gary Smallwood on Thursday, August 28th. He used to be a Development Officer at Georgia Tech. Gary also interviewed with College of Business Administration. Both the CoE and CoBA are interested in Gary, but with Gary's background at Georgia Tech, Dean Mehrabadi is hoping that he will be a better fit at the CoE [**Update:** Gary Smallwood has accepted University's offer for the position of Senior Director of Development for Engineering].
- B. Fundraising Opportunities – Dean Mehrabadi received an e-mail from Natasha Bliss, Assistant Director of Alumni Engagement requesting projects and that she can utilize to fundraise money from Alumni (these are \$1K and under). Dean Mehrabadi asked the Executive Committee to e-mail Marcie with a list of project titles and short descriptions so she can compile into a list and forward it to Natasha Bliss. The lists are due to Marcie by end of day, Monday, 9/8/14.
- C. David Zhang's List of Donors – David Zhang is a Development Officer and will be calling the CoE Alumni to raise funds. Dean Mehrabadi e-mailed the Department Chairs the list of Alumni and asked that each Chair review the list with faculty and to make notes of any Alumni that faculty have a connection with. Dean Mehrabadi has received lists back from all Chairs, except Dr. Tummala. Dr. Tummala said he will review the list and e-mail it back to Dean Mehrabadi.

15. **Sabbatical Leaves for 2016-17:**

Dean Mehrabadi reminded the committee that Sabbatical Leave applications are due to Department Chairs by Friday, September 19, 2014. Each Chair has stated that they have distributed the information to their faculty and the faculty are aware of their eligibility and September 19th deadline. As of 9/3/2014, only one faculty member has applied.

16. **ADC Updates:**

1. Georgia SDSU Program is still figuring out a budget model for academic units.
2. The 2014-15 Proposed Goals and Initiatives were discussed.

17. **Roundtable:**

1. Dr. Tummala –
Two visitors are coming from Georgia to visit ECE in September. Dr. Tummala has been having a weekly meeting with other colleagues regarding the Georgia budget for departments.

Dr. Tummala inquired about the lottery funds and Dean Mehrabadi informed the committee that Academic Affairs has approved 75% of the faculty start-up funds and will release the remaining 25% when they have the answers to questions they sent to Jacqueline Lane regarding more detailed list of equipment requested. The new faculty can start and have already started ordering some of their lottery fund equipment.

2. Dr. Nossier –
Inquired about his e-mail send to Dean Mehrabadi regarding office space in Adams Humanities for AE Department. Dean Mehrabadi confirmed receipt of Dr. Nossier's request and from the e-mail correspondence with both Kathy Lamaster and Laura Shinn there have been no space conflicts. As we get closer to finalizing the move, Dean Mehrabadi will share the floor plan of where everyone will be moving.

3. Dr. Moon –
For Spring 2015, ME 102 will need to be increased due to student and parent complaints. In addition, Dr. Moon brought up the subject on how to handle courses that have upwards of 130 students. Dean Mehrabadi feels that the classes need to be put into two sections since it's difficult to teach students with the large capacity. Faculty Affairs have informed the College that faculty and part-time lecturers should be given credit for two courses if there are 120+ students in a section.

4. Theresa Garcia –
Announced that a MESA student majoring in Mechanical Engineering, Sergio Juarez, has received the CSU Trustee Scholarship which chooses one student from each campus for a \$6K scholarship. Theresa will be accompanying Sergio next week when he accepts the scholarship. Sergio has also earned an internship at the City of San Diego and has been receiving a lot of positive press.

Having gone through all the items on the agenda, Dr. Supernak moved, Dr. Tummala seconded and the committee unanimously agreed to adjourn the meeting at 3:52 pm.

Submitted by Marcie Morihiro, September 3, 2014.