



SAN DIEGO STATE
UNIVERSITY

Georgia

SDSU 326-12-2018

December 13, 2018

Magda Magradze
Chief Executive Officer
Millennium Challenge Account – Georgia

Dear Ms. Magradze,

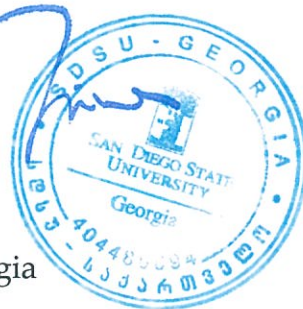
Please find enclosed herewith the Quarter 2 Progress Report for December 31, 2018, a deliverable for the provision of Degree Accreditation and Institutional Support Initiative for Science, Technology, Engineering, and Mathematics, as required per the contract.

Also attached is the Minutes of the Meeting from the December 11 meeting, and the invoice for Quarter 2 Progress Report for December 2018 on Agreement #122 Amendment No. 4.

Please feel free to contact me if you have any questions.

Sincerely,

Halil Guven
Dean, SDSU-Georgia



N745

13.12.2018



Minutes of Meeting

Project: STEM Higher Education

Subject: Progress Report December, 2018

Date-Time: 2018/12/12 16:30–18:00 p.m.

Location: MCA conference room – 5 Kostava st.Tbilisi Georgia

Prepared: Ketevan Chubabria

Issued: 2018/12/11

Attendance:

SDSUG:	Halil Guven (HG) Nugzar Davitashvili (ND) Lado Kiknadze (LK) Ana Nizharadze (AN) Giga Gotsiridze (GG)	Gvantsa Kheladze (GKH) Irakli Vachnadze (IV) Kety Chubabria (KC) Anna Shakhnazarova (ASH) Asmati Naskidashvili (ANA)
MCC:	Jenner Edelman (JE)	Sonia Shahrighian (SS)
MCA Georgia:	Magda Magradze (MM) Nodar Surguladze (NS) Giorgi Kaladze (GKA)	Rusudan Kemularia (RK) Keti Maminaishvili(KM) Elene Jibladze (EJ)
DIST-SDSUG:	Halil Guven (HG) Nugzar Davitashvili (ND) Lado Kiknadze (LK) Ana Nizharadze (AN) Giga Gotsiridze (GG)	Gvantsa Kheladze (GKH) Irakli Vachnadze (IV) Kety Chubabria (KC) Anna Shakhnazarova (ASH) Asmati Naskidashvili (ANA)
DIST- MCA:	Magda Magradze (MM) Nodar Surguladze (NS) Giorgi Kaladze (GKA)	Rusudan Kemularia (RK) Keti Maminaishvili(KM) Elene Jibladze (EJ)

DIST MCC: Jenner Edelman (JE) Sonia Shahrighian (SS)

No.	Item Description	Action:
1.	<p>HG started the presentation which consists of 13 parts:</p> <ol style="list-style-type: none"> 1. Enrollment and Academic Update 2. Freshmen Advising 3. 5th Cohort Update 4. ABET / ACS Update & Faculty Training 5. Program Transition/Sustainability Plan 6. New Initiatives 7. Career Development Center 8. Community Relations and Development Update 9. Student Life Update 10. PPPF Update 11. Construction – Renovations Update 12. Procurement Status Update 13. NEXT STEPS: Amendments / Successor Entity /Commencement Ceremony and President’s visit <p>HG begun the presentation with the first item: Enrollment and Academic Update. He introduced the Spring 2019 courses and named the local and SDSU instructors for these courses.</p> <p>NS asked what was the proportion of main Campus instructors against the Georgian instructors. HG responded that 40% are instructors from SDSU main campus. He confirmed that GK will provide MCA/MCC the statistics on the courses and instructors teaching those courses.</p> <p>HG illustrated the numbers of enrollment by cohorts/PUs and current numbers by cohorts/PUs:</p> <ul style="list-style-type: none"> - Cohort 1 (2015-2016) – 86 students. Current number – 62 students; - Cohort 2 (2016-2017) – 127 students. Current number – 100 students; - Cohort 3 (2017-2018) –199 students. Current number – 156 students; - Cohort 4 (2018-2019) -230 students. Current number – 227 students; <p>Total: 642 students. Current number -545.</p> <p>HG noted that 5 students pulled out since Q1, including 1 from Cohort 1 (Female, transferred to another university in Georgia), 2 from Cohort 2 (1 male, 1 female, transferred to another university in Georgia), and 2 from Cohort 3 (both male, transferred to another university in Georgia).</p>	Information/GK

	<p>Action:</p> <p>1. GK to submit to MCA/MCC the statistics on the courses and instructors teaching those courses.</p>	
2.	<p>Freshmen Advising</p> <p>ND and ANA talked on freshmen advising issues. ANA mentioned that there is a 4-stage Freshman Advising process and the advices are given to students depending on their needs at the given stage. The stages cover the following weeks:</p> <p>1st – weeks 1-3 2nd – weeks 4-5 3rd – weeks 6-7 4th – weeks 8-12.</p> <p>ANA highlighted that at the second stage of advising, along with Help Desk and English Language Center, SDSUG offers to students help of Psychological Center.</p> <p>ANA indicated the student attrition rates and the number of probation. She said that attrition rates of the current cohort is 2% (5 students out of 227) and 20 students will be placed on academic probation at the end of Fall 2018. She also noted that the students who are in the list of potential attrition are also included in the potential number of academic probation, in case they decide not to leave the program.</p> <p>ND added that in order to enhance student attendance at classes SDSUG incorporated attendance requirement in syllabuses, particularly, the number of absences affects the grades. He concluded that this approach worked out and absence rate went down.</p> <p>SS asked ANA how much time is spent on Freshmen Advising issues. ANA responded that she spends several hours each day on Freshmen Advising issues. JE asked if there is the statistics on Freshmen Advising issues. ANA confirmed that she has an Excel file containing all the information.</p> <p>MM asked about Psychological Center and questioned how the students are identified whether they need the psychological help or not. ANA responded that all students who need help can apply to SDSUG administration with the request. Psychological Center will then provide recommendation on further need of psychological service. HG added that SDSUG uses the same practice as in SDSU main campus.</p> <p>Freshmen Re-Orientation event took place on November 1, 2018. The aim of the event was to reiterate all the vital information freshmen need and to raise their motivation and participation in Student Life activities.</p>	Information

3.	<p>5th Cohort update</p> <p>HG updated the attendees on the quota of the 5th Cohort. He said that Cohort 5 will enroll up to 150 Georgian students in 4 degrees (instead of 2). NAEC quota has already been submitted to partner universities. The programs and quotas per PUs are as follows:</p> <p>TSU - 80 students</p> <ul style="list-style-type: none"> - Electrical Engineering –5 students; - Computer Engineering -25 Students; - Chemistry/Biochemistry – 50 students. <p>GTU – 25-30 students</p> <ul style="list-style-type: none"> - Civil Engineering – 5 students; - Computer Engineering – 25 students. <p>ISU – 40 students</p> <ul style="list-style-type: none"> - Electrical Engineering – 20 students - Civil Engineering – 20 students. <p>HG presented the chart of Recruiting Timeline of Fifth Cohort. He also presented the timeline of STEM Academies:</p> <p>Telavi – November 2 Akhaltzikhe – November 6 Batumi – November 14 Kutaisi – November 16 Tbilisi- December 8 Zugdidi –December 14</p> <p>HG made an update on school visits and early registration for 2019-2020 admission. He said that SDSU-Georgia has visited and made presentations at 31 public and private schools.</p> <p>MM asked question about the number of fellows who attended the school visits. NCH responded that in total, number of students will be around 500. NS suggested that if 11th grade school children attend the visits and ask question on SDSUG programs after 2019, the message should be that SDSUG will not accept the students after 2019 but the partner universities will have the same programs which are ABET accredited. NCH confirmed that this message is spread during all school visits among attendees.</p> <p>JE asked SDSUG to reach out 12th graders from Gali and let them know that their study will be fully financed. HG proposed that students from Gali should not take NAEC exams as they could not compete with other Georgian students as they have no Georgian Language in their school program. HG asked NS to negotiate this issue with the Ministry of Education, Culture, Science and Sport.</p> <p>Regarding the yearly registration, he mentioned that already 45 applications have been registered. Out of 45, 29 applications are completed and 16 are incomplete. 24 applicants are male and 21 – female. 11 applicants are from regions and 34 – from Tbilisi. Distribution per programs are:</p>	Information/NS
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	<p>Computer Engineering- 20 Electrical Engineering - 4 Chemistry/Biochemistry - 14 Civil Engineering -7</p> <p>Action:</p> <ol style="list-style-type: none"> 1. NS to negotiate with the MoESCS possibility to elaborate flexible scheme of admission of the students from Gali. 	
4.	<p>ABET / ACS Update & Faculty Training</p> <p>ND presented to participants ABET/ACS Update. He stated that 91 faculty members will be trained (including ABET) at SDSU. In Spring 2019 (January-February), 14 Partner University faculty members will be sent to SDSU main campus for training (GTU- 4, TSU-5, ISU-5). Duration of the visit is 3 weeks.</p> <p>As for ACS update, ND mentioned that ACS has not certified any program outside the US, our TSU- SDSU-G Chemistry/Biochemistry program will be the first. SDSU-G foresees initiation of the ACS certification for TSU by the end of 5th cohort. He also gave brief summary on tasks related to ACS:</p> <ul style="list-style-type: none"> - TSU announced an ACS Committee on Feb 9. - 1st TSU - ACS Committee meeting was held in May 2018. - 2nd TSU - ACS Committee meeting was held today (Sept 21, 2018). - Chemistry program will be submitted to Faculty Council for approval by mid-December. After approval, it will be submitted to the TSU Quality Assurance Department, and then, to the Academic Council. - Chemistry program is scheduled to be sent to EQE before February 2019. EQE approval will take 6 months, which may be expedited with help of MCA. - Assistant Professor Giorgi Jibuti is nominated as coordinator of English language Chemistry Program at TSU. - ACS accreditation guidelines are ready and TSU is currently working on adopting Program Curriculum. - To have an ACS Regional Chapter registered in Georgia by the end of the year (TSU will register 5 more professors; Batumi State University will register 3 professors; SDSUG is working to register 25 students). - To organize an international ACS Symposium by ACS Regional Chapter (in collaboration with GCS, TSU, SDSU-G Student Chapter) in the 3rd week of April 2019. Three ACS Headquarters officers (President, and two others) will be invited to attend the Symposium. 	Information/MM/NS

	<ul style="list-style-type: none"> - TSU has submitted Readiness Report for CS and EE and will have a self-study ready for Computer Engineering by May 21, 2019. - ACS certification application will be submitted either in Fall 2020 (after graduating the second cohort), or Fall 2021 (after graduating the third cohort). Readiness Report Review results will be known by January 2019. - ISU will have prepared preliminary self-study reports for EE, Comp E, Civ E, and CS for the ABET Foundation visit in May 21-31. - ISU will submit EQE programs EE, CS, and Civ E by April-May, 2019. - ISU will send four faculties to ABET symposium in Dallas, April 2019. - GTU decided to send six faculty members to ABET symposium in Dallas, April 2019. - Preliminary Self-study Reports for GTU's EE, Civ E, and Con E programs will be ready for ABET Foundation visit in May 2019. - GTU Biomedical Engineering program is being prepared to be submitted to ABET Foundation. <p>ND underlined that TSU has completed the English Language Computer Science program and will submit to EQE before December 15, before NAEC quota submission deadline. TSU will request an extension of deadline to submit quota for the new program and ND asked MCA to support TSU on this issue.</p> <p>SS asked who pays for ACS membership fees. HG responded that SDSUG pays only for students' membership but with the condition that they will continue paying their membership fee next years.</p> <p>HG provided ABET track of the Partner Universities' programs and highlighted that in addition to the existing program review by ABET Foundation, partner universities are working on additional ABET Preliminary Self-Study Reports. They would like to have these PSSR's reviewed by the ABET Foundation. SDSU-G supports and encourages these initiatives and wrote the letter to MG requesting to increase scope of work of ABET and include in their review list the Programs that Partner Universities would like to be reviewed. Those additional programs are:</p> <ul style="list-style-type: none"> ✓ TSU – Computer Engineering; ✓ ISU – Electrical Engineering, Civil Engineering and Computer Science programs; ✓ GTU –Biomedical Engineering, Computer Engineering, Construction Engineering and Computer Science Programs. 	
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	<p>MM said that MCA will review the request on increasing ABET scope of work but she added that this requires more investments and cost-benefit of the investment should be carefully evaluated.</p> <p>HG responded that for review additional programs of ISU and TSU there will be no need the ABET to add experts in their team but extend the visit for one or two days. Regarding GTU additional programs, since review of Biomedical Engineering program requires adding the new member in ABET team, it would be good if only preliminary review will be done.</p> <p>Action:</p> <ol style="list-style-type: none"> 1. MCA to assist TSU with MoESCS in extending the deadline for submission of quotas for new English Language Computer Science Program. 2. MCA to review possibility of extension of ABET scope of work. 	
5	<p>Program Transition/Sustainability Plan</p> <p>HG talked on Program Transition Committee works at PU's and concluded that the Committees contributes to timely solution of problems and completion of tasks related to transition of programs to PUs. HG also presented Transition/Sustainability Plan and said that clause on facility and faculty sharing issues will be included in the Partnership Agreements with PUs. MM suggested to SDSUG elaborate a strategy on faculty and facility sharing and add it to the Partnership Agreement as an Annex. She said that giving the initiative of facility sharing strategy development to PUs or postponing its elaboration after completion of the compact will complicate the issue. HG said SDSUG will try to put in the New Partnership Agreement as much as possible. MM asked JK to share the draft of the Agreement with her.</p> <p>Action:</p> <ol style="list-style-type: none"> 1. JK to share draft of the partnership agreement with MM. 	Information/JK
6	<p>New Initiatives</p> <p>ND introduced new initiatives in Course Delivery Quality Control and academic affairs.</p> <ol style="list-style-type: none"> 1. Faculty Handbook Finalized and Issued 2. Centre for Teaching and Learning activated, providing Blackboard and IT support 3. Faculty Advisers engaged 4. Local Program coordinators selected 5. Academic monitoring – Class visitations 6. Academic Dishonesty Manual finalized 	Information

	<p>Course Delivery Quality Control:</p> <ol style="list-style-type: none"> 1. End of Course Surveys finalized and prepared for delivery during Final Exams – includes ABET questions for Major Courses of ABET programs to enable specific measurement of student learning outcomes 2. STEM Faculty Reviews completed for 16 Faculty, resulted in some additional training and some Faculty replacements to improve overall teaching environment 3. Remedial Short Courses for underachieving students in Maths to be offered during winter breaks (and potentially, summer breaks), starting 2019 	
7	<p>Career Development Center</p> <p>HG introduced to participants that the Career Development Center has established and had its first Professional Development Workshop. He added that the Career Development Center has created marketing material and a website to help provide more information for current and prospective students as well as potential employers. The Career Development Center website is modeled after the SDSU Career Services website.</p> <p>The Career Development Center has been providing one on one meetings with students to provide career and graduate school advising.</p> <p>HG said that Anna Shakhnazarova started working on Employment Management by creating a pool of potential employers and managing employer relations.</p> <p>Employer Management process has been overseeing the following activities:</p> <ul style="list-style-type: none"> ✓ Started using CRM system for tracking progress with potential employers for SDSU G Students ✓ Holding meetings, presentations by business representatives for SDSU G students to raise awareness for available vacancies/internships and job position itself ✓ Providing Lab tours for potential employer organizations <p>HG also outlined the status of Company Outreach.</p>	
8	<p>Community Relations and Development Update</p> <p>AN presented the important events that took place during September- December, 2018 and upcoming events for months February –March, 2019. She referred to IPN Media Monitoring information, and said that during the reporting period SDSUG was covered by all main media outlets in Georgia (TV, Radio, Print, and Online) and the coverage was positive or neutral.</p>	Information

	<p>AN provided data on SDSU-G Webpage and Facebook visitors: <u>Web page</u> Total users – 4571 Page view - 20,361 From desktop – 61,61% From Mobiles – 36.50% From Facebook – 645 Users visiting webpage directly – 972 Users from Google – 2,365</p> <p>Facebook Insights Total Post Reach: 238,044 Page Likes: 21, 007 (+194) Highest post reach – 63,300 Special Publicity materials were created for the Career Development Center.</p>	
9	<p>Student Life Update</p> <p>HG reintroduced to audience SDSU-G Associated Students Board and informed the participants that five new SDSU Georgia student clubs have been established:</p> <ul style="list-style-type: none"> ✓ Gaming Club ✓ Spanish Language Club ✓ Football Club ✓ Scientific Journal Club ✓ IEEE Club <p>HG also talked on Guest Speaker Series that was formed in collaboration with both the University's Career Development Center and Millennium Challenge Corporation, SDSU Georgia's Guest Speaker Series aims to introduce SDSU Georgia students to a variety of exceptional people and ideas within and outside of their STEM based university education.</p>	Information
10	<p>PPPF Update</p> <p>HG presented PPPF status update:</p> <p>Total Committed - \$3,289,836 Public - \$150,000 Private – \$ 3,139.836</p> <p>HG informed the participants that on December 7, 2018 an official launch of Career Development Center and PPPF scholarship award Ceremony was held.</p> <p>HG talked on problems related with Donors requirements and students' ability to meet those requirements.</p>	Information

11	<p>Construction – Renovation update</p> <p>IV presented Construction and renovation part of the presentation. He informed audience that the transfer of equipment and maintenance responsibility process has started with GTU. It is estimated to finish the transfer of equipment by end of December. JK said that she has already developed Hand-over Certificate. She also added that currently SDSUG is transferring the equipment which had been previously transferred from MCA to SDSUG but there is some equipment which still are under MCA ownership and they can be transferred to GTU from MCA. MM said that MCA will think about it and inform SDSUG on their decision.</p> <p>IV said that TSU SDSUG construction team is in close coordination with TSU Building II renovation, 80% of windows changed, roof changing works above chemistry labs pending. Installation of electrical grounding in TSU II has finished, 0.6 ohms resistance reached.</p> <p>IV talked on permanent elevator issues, he mentioned that TSU administration included funds for installation of elevators in next year budget of TSU, they also send a letter to MCA asking support with the Ministry of Education, Science, Culture and Sport on issuing funds for elevators.</p> <p>MM asked if the toilets rehabilitated by STEM project are demolished by TSU or not. GK responded that TSU wanted to demolish it but GK asked them to provide documents proving the technical necessity of demolishing the toilets. GK added no documents were received from TSU on mentioned issue. MM requested from GK to proceed with the case and check the status.</p> <p>HG brought up the wiring issue in TSU II building. IV continued that TSU is asking to put underground the cables which were wired during the First Phase of renovation. MM stressed that MCA is not going to redo anything that was once already done by the STEM project.</p> <p>IV presented the time schedule of ISU new building fit out. He said that there are expected some delays in completion of the work (February 25 instead of January 15) and furniture outfit (March 31 instead of March 15)</p> <p>MM asked if the contractor asks for time extension. IV responded that no request was received so far. He added that construction team will discuss the issue on time extension. IV also said that original design does not include cameras in the rooms and key cards, which will cost 25 000 USD and asked MCA to allocate funds for it. Contractor delay penalty can be traded off.</p> <p>GG talked on internet issues in ISU new building. He said that internet speed which is appropriate for STEM building is 100</p>	Information/SDSU-G
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	<p>Megabit per second and four-year budget for this is 60 000 USD. GG said that ISU asks for sharing the fee for internet.</p> <p>Action:</p> <ol style="list-style-type: none"> 1. SDSUG officially request funds for installation of cameras and key cards. 2. GKA and IV to check status of the toilets in TSU building II. 3. IV will check with constructor: delayed penalty vs installation of cameras. 	
12	<p>Procurement Status Update</p> <p>HG presented the information on following topics:</p> <ul style="list-style-type: none"> - ISU Laboratories Equipment Order Replenishment for Chemistry and Electrical Engineering Laboratories – 393,219.12 USD - EE Lab work stations - 95,462.00 ₾ - TSU II Chemistry Laboratory 457 Order Status -553,373 USD ▪ Maintenance Contracts: <ul style="list-style-type: none"> - TSU – 9,462.60 ₾ + 7,396.00 EUR - GTU II – 3,541.00 ₾+1,541.92 EUR - Medical Technology – rate 5.4 Gel per kg. 	Information
13	<p>NEXT STEPS: Amendments / Successor Entity /Commencement Ceremony and President’s visit</p> <p>HG presented the Preliminary dates on commencement ceremony and President’s visit: Commencement proposed date: June 3, 2018 President’s visit: June 1 – June 10, 2018</p> <p>HG said that after 3rd of June president plans to visit regions of Georgia, meeting with schools, students and principles and returns back to Tbilisi on 10th of June. SS indicated that the Embassy should be informed regarding the schedule and locations that the President will visit in Georgia. HG replied that the Embassy will be informed after President’s confirmation.</p> <p>HG said that SDSUG needs to sign amendment in order to increase the number of students to 150 and JK has already prepared the draft of it. MM asked if it is possible to set the date of signing of memorandum in March, 2019 (March 9th – Board meeting) as the Board approves the memorandum and the upcoming board meeting is in March.</p> <p>HG said that the second item JK is working on is a successor entity.</p>	Information/SDSUG