Chairs’ & Center Directors’ Meeting Minutes

Date: November 3, 2014 (12:00 to 2:00 pm)
Location: WCH – Room 443
Attendees: Abbaschian, Reza
Aguilar, Guillermo
Balandin, Alex
Childers, Joe
Chrobak, Marek
Farrell, Jay
Garay, Javier
Haddon, Robert
Hartney, Pat
Matsumoto, Mark
Morikis, Dimitrios
Myung, Nosang
Najjar, Walid
Ravi
Vafai, Kambiz
Wang, Albert

Absent: Barth, Matt
Boretz, Mitch
Bhanu, Bir
Tan, Sheldon

The agenda for the meeting is shown in Appendix 1.

1. Welcome and call for agenda items - Reza
Reza welcomed Joe Childers to the meeting. Joe will be discussing graduate student recruitment and Grad Division policies and future plans.

2. Graduate Division – Joe Childers
The following points were covered during Dean Childers’ presentation:
- One of UCR’s goals is to increase its number of graduate students. An obvious method to do this is to hire additional faculty.
- Provost Rabenstein established Provost Research Scholarships to help recruit high quality domestic grad students.
- The Grad Division can provide up to one year of fee support for domestic grad students supported for six quarters from contracts/grants. This six quarters of external support does not need to be consecutive.
- Student NRT payments go to UCOP then to UCR’s Provost who provides funds to the Grad Division that then provides NRT support to schools/colleges. The schools/colleges then allocate NRT support back to the student. The net difference between this process and eliminating NRT is negligible.
- NRT considerations may be pushing grad students to candidacy quicker than they should be advanced. In effect, academic decisions are being based on financial considerations.
- It’s unlikely that the Regents will eliminate NRT (since NRT is also charged to non-resident undergrads) however, several UC campuses discount NRT (for non self-supported students). Every other UC campus is helping PIs with NRT.
- One suggestion is to discount NRT after the student’s first year if the student gets a GSR appointment.
- Walid commented that departments should have more NRT leeway at candidacy. Joe responded that there should be no NRT for students as long as they conform to a degree program’s normative time to candidacy. There would likely need to be a limit to keep students from lingering (i.e., nine quarter limit).
- Joe added that UCR’s new budgeting system will likely mitigate the NRT issue.
- UCR used to have a high proportion of international grad students but now only 27% of UCR PhDs are international students. UCR’s Provost wants to admit the best students available and isn’t concerned whether they are domestic or international students.
- Reza noted that international grad student limits are of concern at colleges of engineering across the nation.
- Joe would like to provide incentives to faculty and departments for recruitment of domestic (CA and non-CA) grad students. Most grad students gain residency after their first year.
- Joe stated that UCR will need to increase its number of MS students in order to attain its grad student goals. Currently, about 70% of UCR grad students are PhD students. This proportion is higher than most other UC campuses except for UCM, UCSC and UCSB. He noted that only one of these three other UC campuses is an AAU member.
- In the near term, 50% of UCR’s grad students should be MS students. However, Joe realizes the need to offer incentives to colleges and faculty to accept more MS students.
- About 50% of MS fees come back to campus. The Provost would have to approve any MS student incentive program.
- UCLA compensates units for MS students. Mark added that accepting more MS students positively impacts a university’s US News & World Report’s rankings since these rankings are partly based on the total number of grad students (including MS) and grad student/faculty ratios.
- Engineers obtain MS degrees to advance in corporations. These corporate managers become future donors of colleges.
- Joe added that some good MS students transfer into PhD programs.
- The Grad Division gets its fellowship funds from campus once per year, in the 3rd week of Fall quarter. All fellowships during the year, including dissertation fellowships, come from this same pot of funds.
- All academic orgs can obtain dissertation fellowships. Awards are based on competition. However, only 10% of an academic unit’s yearly cohort can apply.
- The Grad Division has a 1st Year Success Mentorship Program. The attrition rate for grad students taking advantage of this program is about 4% (compared to 25% for students that don’t participate in this program). Joe wants to provide about 200-225 slots next year in this program.
- In response to a question, Joe remarked that he’s tried (unsuccessfully) to create a culture of PhD student training at UCR which would decrease the use of post-docs. Incentives to faculty, similar to BCOE’s PhD Student Reward system, should be considered by campus.
- It was recommended that representation on the Grad Council be proportionate to the distribution of grad students at UCR. BCOE only has two members (out of 18) on the Grad Council but has over 20% of UCR’s grad students.
- On a separate issue, Ravi noted that a BCOE department offering a BS/MS degree program has dropped the requirement for students in the program to obtain a BS degree in four years. Ravi asked Joe if the Grad Division would object if BCOE programs eliminated this four year requirement. Joe responded that this should be a college decision.
- Guillermo asked Joe if details of financial offers to potential grad students could be separated in offer letters. In reply, Joe suggested that departments send follow-up letters to students with appointment detail.
- Reza noted that BCOE departments have high numbers of grad student applications to review which puts significant workload on departmental faculty and staff. Joe wants to return a percentage of application fees to programs but so far his proposal to do this has been rejected by campus.
- Marek noted that considerable staff workload involves manually uploading student transcripts into GradSIS. Joe responded that he believes decisions on applicants can be made using unofficial transcripts uploaded by applicants. Official transcripts would have to be provided when the student SIRs. Joe will verify this understanding with Grad Division staff and report back to BCOE.
- In conclusion, Joe asked the Chairs to send him suggestions on incentives that could be made to faculty and departments to accept more MS students.

3. Approval of Minutes - Pat
The revised minutes of the October 22nd Chairs/Directors meeting were unanimously approved.

4. IC Spending – Pat
Pat distributed copies of a document entitled “BCOE Initial Complement Funds, Campus 4-Year 50/50 Matching Balances.” He noted that IC balances on this handout are presented by fiscal year cohort and by BCOE department. UCR’s current IC policy provides campus funding for up to $200K per faculty hire as 50/50 matching funds for equipment, supplies, technical personnel salaries/benefits and (up to $10K) in travel expenditures. However, these items must be purchased/expended within four years of a faculty member’s appointment. The first faculty cohort that was hired under this policy started in FY 11/12. As such, these faculty need to purchase items to be matched by campus by 6/30/15. Otherwise, these campus matching funds will be lost. The amount of campus match funding at risk for this cohort is $648K. Pat suggested that faculty in this cohort coordinate their IC purchases (that qualify for campus match funding) with their Chairs. Also, Pat noted that rebudgeting amounts from a campus-matching category such as equipment to a non-matching category such as GSR salaries, does not solve the problem and will result in the loss of campus matching funds. Pat offered to provide updates to Chairs on IC matching fund balances upon request and will present an updated report in February.

5. Department and Center Updates
BIEN: Dimitrios reported that there are five applicants so far for BIEN’s department chair recruitment. The first review of applications is scheduled for December 1st. BIEN faculty are contacting alumni and others to make them aware of this recruitment. Also, there are seven applications for the department’s lecturer recruitment.

6. Graduate Program – Mark
Mark had to leave the meeting before this topic was discussed.

7. Undergraduate Education – Ravi
Ravi reported that UC undergraduate applications are due at the end of November. As such, he recommended that BCOE programs start to develop their enrollment targets. Also, BCOE may want to revise its AIS thresholds this year. Last year, BCOE’s automatic accept AIS score was 4,500 and its automatic reject score was 4,100. BCOE evaluated applications between these thresholds. Ravi commented that BCOE may want to increase these thresholds to continue to enhance the quality of incoming freshmen. Reza added that BCOE needs to balance its number of undergraduates with numbers of MS and PhD students.

8. Other Matters
MSOL Program: Reza announced that UCR has signed the partnership agreement with Pearson/Embanet to recruit students for BCOE’s MSOL Program. He thanked all those involved.
BCOE Retreat: Reza stated that the proposed dates for BCOE’s Retreat are the weekends of January 23-25 or February 6-8, 2015. Possible locations include Newport Beach, Temecula and San Diego. It was suggested that Palm Springs should also be considered.

BCOE 25th Anniversary: Reza reminded participants that 25th Anniversary speaker recommendations be sent to him.

No other matters were discussed.
Chairs’ & Center Directors’ Meeting

November 3, 2014

**Agenda**

Winston Chung Hall – Room 443

1. Welcome - Request for Agenda Items from the Floor  
   - Reza
2. Approval of Minutes from October 22 2014 Meeting  
   - Pat
3. Graduate Division  
   - Dean Childers
4. IC Spending  
   - Pat
5. Department and Center Updates  
6. Graduate Program  
   - Mark
7. Undergraduate Education  
   - Ravi
8. Other Matters

**Future Meeting Dates**

**2014**
- Monday, July 7
- Monday, August 11
- Monday, September 8
- Monday, September 22
- Monday, October 6
- **Wednesday, October 22**
- **Monday, November 3**
- Monday, November 17
- Monday, December 1
- Monday, December 15

**2015**
- Monday, January 5
- **Friday, January 23**
- Monday, February 2
- **Friday, February 20**
- Monday, March 2
- Monday, March 16
- Monday, March 30
- Monday, April 13
- Monday, April 27
- Monday, May 11
- **Friday, May 29**
- Monday, June 8
- Monday, June 22
- Monday, July 6
- Monday, July 20
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**FY11/12 Cohort Totals**
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## FY2012/2013 Cohort

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**FY12/13 Cohort Totals**
969,553.13 592,407.08 1,561,960.21 296,203.54
### FY2013/2014 Cohort

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### FY2014/2015 Cohort

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**Grand Totals**: **3,220,283.22** | **3,925,133.98** | **7,145,417.20** | **1,962,566.99**

Unmatchable funds include summer salaries (available and reallocated to Student Support), benefits (some estimated) and housing allowances, and GSR support.

Matchable funds include office set-up, equipment, supplies, technical staff salaries/benefits, and travel.