Chairs' & Center Directors' Meeting Minutes

Date: September 8, 2014 (12:00 to 2:00 pm)
Location: WCH – Room 443
Attendees: Abbaschian, Reza
                Aguilar, Guillermo
                Balandin, Alex
                Boretz, Mitch
                Garay, Javier
                Haddon, Robert
                Hartney, Pat
                Lonardi, Stefano (for Marek Chrobak)
                Matsumoto, Mark
                Najjar, Walid
                Ravi
                Tuncel, Ertem (for Jay Farrell)
                Vafai, Kambiz

Absent: Barth, Matt
                Bhanu, Bir
                Chrobak, Marek
                Farrell, Jay
                Myung, Nosang
                Tan, Sheldon
                Wang, Albert

The agenda for the meeting is shown in Appendix 1.

1. Welcome and call for agenda items - Reza
Reza welcomed Chairs and Directors back for the start of the academic year. Mitch added the topic of NSF Grad Research Fellowships and Reza asked Mitch to update the group on STC proposals.

2. Approval of Minutes - Pat
The revised minutes of the July 7th Chairs/Directors meeting were unanimously approved.

3. Provost's visit with the group - Reza
The new Provost, Paul D'Anieri, wants to attend an upcoming Chairs/Directors meeting. There will not be a specific agenda since he wants to encourage a free flow of information. He will then want to visit each BCOE department and center. Eilene will send out a doodle poll to determine which upcoming meeting date will enable most Chairs and Directors to attend.

4. Laptop Program – Pat
Pat distributed a handout updating BCOE's new laptop requirement for incoming BCOE undergrads and transfer students. Updates include: BCOE's webpage describing the new requirement has been up since July; C&C is upgrading 164 wifi access points in and around BCOE facilities by the start of Fall quarter; a new vpn server has been implemented by C&C for BCOE; several software programs (i.e., Matlab, Comsol, Solidworks, Ansys, Proii/dynsym and LabVIEW) will be available to BCOE students at no additional cost and BCOE's

Helpdesk will be open from 8am to 5pm starting Fall quarter to help students with laptop and/or software problems. It was noted that permissions are not granted for transferring large files using webshare (part of the intranet services) through the new vpn server and that this may be a campus 'policy' issue. Pat will ask John to investigate the issue.

5. Graduate Program – Mark
Mark reported that he recently attended a meeting in Baton Rouge with engineering deans of historically black colleges and that he has been invited to some of these institutions. Mark stated that there are 232 incoming BCOE grad students this year compared to 186 last year. There are 14 more incoming PhD students and 32 more incoming MS students than last year. Also, there are 65 self-supporting MS students this year compared to 26 last year. BCOE has more incoming grad students this year than any other UCR school or college. Javier suggested that there be separate orientations for incoming self-supporting MS students since some of the information provided during regular departmental orientations doesn't apply to self-supporting students and could be confusing. One option is for the Dean's Office provide a separate orientation for self-supporting MS students each year. Since most of these self-supporting students are in ECE this year, it may only be an issue for that department this year. Walid reported that CSE has had to use a few self-supporting MS students as TAs. It was recommended that self-supporting MS students should not be TAs but could be Readers. Mark will discuss this issue with the Dean of the Grad Division.

6. Undergraduate Education – Ravi
Ravi reported that about 500 BCOE freshmen have signed up but only about 340 have paid fees so far. He expects the final number of incoming freshmen to be 400-450. Ravi indicated that this is a high-quality freshmen cohort with about 85% being calculus-ready. Also, there are 34 incoming UNEX students with 26 of them in ECE. Ravi expects next year's UNEX cohort to be more evenly distributed among BCOE departments. He reminded participants that departments receive $12,000 for each UNEX student. Reza added that he expects departments to use their share of UNEX income to cover any additional instructional costs related to these UNEX students.

Ravi announced the 2nd year of BCOE's high-intervention program called ENSURE. Under this program, 30 peer mentors work with students to help them succeed academically and increase their engagement with BCOE. This program is funded by campus and by grants. About half of the incoming cohort (~225 freshmen) will participate this year. As part of this program, Ravi will meet with instructors of intro courses in each department.

Also, in response to UCR's Student Success Taskforce, Ravi will send course schedules to Chairs to see if courses can be scheduled on days other than Tuesdays and Thursdays. He noted that UCR's current method of scheduling classes isn't effective and that a scheduling program is included in Banner, UCR's new Student Information System, but this program has yet to be implemented. The Chairs felt there are not enough UCR classrooms with 60-80 seats. Options include moving non-academic units off-campus to provide additional classroom space and/or scheduling classes in evenings and Saturdays.

7. Faculty Recruitment
In late July, Reza sent a note to Chairs/Directors about this year's approved faculty recruitments. He hopes that recruitment ads can go out in Oct/Nov so that programs attract as many candidates as possible and enable programs to make offers sooner. Also, he asked that ads be broad enough to capture exceptional candidates. It was noted that a problem will be locating adequate space for these new faculty. UCR is investigating whether it can duplicate the plans used for a new research building at UCSD for its proposed Interdisciplinary Building (to save time and cost). There may be problems with this concept due to UCR's preferred building sites. He added that UCR has hired consultants to do an on-campus space assessment. These consultants will be walking around BCOE buildings sometime this Fall. As such, Reza pointed out that couches should not be located in

wet or dry labs due to safety and appearance considerations. The Dean's Office will try to install furniture in some of the alcove areas of WCH for small group meetings.

8. Other Matters
NSF Grad Research Fellowships: Mitch noted that proposals are due earlier than usual this year. The deadline is 10/29/14. The Grad Division provided a summer program through the Grad Writing Center to help students prepare submissions. About 36 BCOE students participated in these classes and one-on-one sessions. Students will be meeting with faculty mentors to work on their (two page) research statements. Students also have to provide three page personal statements. Each Fellowship is funded at about $140,000.

NSF STC: There are three proposals in preparation at UCR including one from Ashok Muchandani.

Lastly, Reza mentioned that Ken Calvert is very supportive of Robert Haddon and wants to visit UCR's Clean Room.

No other matters were discussed.

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Chairs' & Center Directors' Meeting

September 8, 2014

Agenda
Winston Chung Hall – Room 443

1.	Welcome - Request for Agenda Items from the Floor	Reza
2.	Approval of Minutes from July 7, 2014 Meeting	Pat
3.	Provost's visit with the group – which upcoming date works best?	Reza
4.	Laptop Program	Pat
5.	Graduate Program	Mark
6.	Undergraduate Education	Ravi
7.	Faculty Recruitment	Departments
8.	Other Matters	

Future Meeting Dates

2014	2015
~~Monday, July 7~~	Monday, January 5
~~Monday, August 11~~	*Friday, January 23*
Monday, September 8	Monday, February 2
Monday, September 22	*Friday, February 20*
Monday, October 6	Monday, March 2
Wednesday, October 22	Monday, March 16
Monday, November 3	Monday, March 30
Monday, November 17	Monday, April 13
Monday, December 1	Monday, April 27
Monday, December 15	Monday, May 11
	Friday, May 29
	Monday, June 8
	Monday, June 22
	Monday, July 6
	Monday, July 20

Update of BCOE's Laptop Requirement for Incoming Undergraduates and Transfer Students

- BCOE webpage describing laptop requirement: http://student.engr.ucr.edu/laptop.html
  Includes links to recommended laptops available from Dell, Apple and UCR Bookstore (coming)

- C&C is updating 164 wireless access points (to 802.11ac) in BCOE buildings; should be completed by mid-September

- New vpn server supported by C&C, info found at systems.engr.ucr.edu
  Faster vpn, router based, support for entire college;
  BCOE's Intranet now password based when not in college.

- Software available for students:

  Matlab, for grads and undergrads, campus hosted, not vpn required, unlimited seats (to be available by Fall quarter)

  Matlab for everyone else, vpn required, via engr license (in place)

  Comsol, engineering only, vpn required, campus supports 90 seats

  Solidworks, engineering only, vpn required, campus supports 200 seats. Additionally 2,000 standalone copies available via serial number

  Ansys, engineering only, vpn, 180 seats.

  Proii/dynsym – Kawai is working on renewal.

  LabVIEW – Zak Kassas is discussing low or no-cost licenses with National Instruments

- BCOE's Laptop Helpdesk is currently open 10am to 4pm, will be 8am to 5pm by start of Fall quarter.