

Chairs' & Center Directors' Meeting Minutes

Date: October 22, 2014 (12:00 to 2:00 pm)

Location: WCH – Room 443

Attendees: Abbaschian, Reza
Aguilar, Guillermo
Balandin, Alex
Boretz, Mitch
Chrobak, Marek
Farrell, Jay
Garay, Javier
Hartney, Pat
Matsumoto, Mark
Najjar, Walid
Ravi
Wang, Jun

Absent: Barth, Matt
Bhanu, Bir
Haddon, Robert
Myung, Nosang
Tan, Sheldon
Vafai, Kambiz
Wang, Albert

The agenda for the meeting is shown in Appendix 1.

1. Welcome and call for agenda items - Reza

Reza noted that Nosang and Kambiz were unavailable for this meeting. Jun Wang has been invited to the meeting to discuss grad student recruitment efforts. He has to leave the meeting early so his presentation has been moved up to first on the agenda.

2. Graduate Recruitment – Jun Wang

Jun noted the Institute of Materials, Minerals and Mining (IOM³) event scheduled tomorrow in WCH 205/206. Ten speakers from around the world will make presentations from noon to 6pm and compete for an award. A BCOE student received a national award at a similar IOM³ event in 2010. Jun asked participants to encourage BCOE grad students to attend.

Ravi announced that Jun will be traveling to China in two weeks to recruit students for BCOE's GPP Program. He will be visiting 15 Chinese universities. Ravi noted that he intends to have a more uniform distribution of GPP students around BCOE programs next year. Most GPP students this year are in ECE. Ravi requested that programs develop a standard set of courses for GPP students instead of letting them pick classes from all possible program courses. Jay responded the ECE prefers to have a limited list of courses that GPP students select from instead of a set series of courses. Either option would work. Ravi stated that BCOE will move its

application deadline for GPP students to March so that departments can review applications and make admissions recommendations in April. Students would need to respond to these offers by June. It was noted that an April response deadline would be preferable so that this data could be used for classroom scheduling. However, GPP students may need more time to obtain visas. Jun added that programs should determine how many GPP students they want to admit since he anticipates high demand from Chinese students. Also, it was noted that some GPP students needed specific courses in order to fulfill graduation requirements. Ravi will instruct GPP recruiters that all required course work needs to be completed before coming to BCOE. Reza noted that Jay made good contacts with interested universities while visiting China and asked other Chairs to consider making similar contacts while traveling in the area. It was stressed that programs need information on GPP students accepting offers with course requests in April. This information was provided very late this year by UNEX. Ravi added that UC may want to limit out-of-state enrollments in the future but GPP students are not UCR registered students and should not be impacted by any such limits. Lastly, Jun stated that 7 out of the 9 GPP students from last year's program were accepted to grad programs at top US universities included two that were accepted at UCR.

3. Approval of Minutes - Pat

The revised minutes of the October 6th Chairs/Directors meeting were unanimously approved.

4. Updates

ME: Guillermo noted the department's recent success in contract/grant awards. Also, there are 32 incoming ME grad students this year.

MSE: Javier noted that the program had a successful grad student recruitment and ran two grad student orientations this year (one in early September and one in late September). Most MSE grad students attended the early orientation and were able to start working in labs early. As such, MSE will continue to offer two orientations in future years. Lastly, weekly meetings of the new SHINES center participants have begun.

ECE: Jay reported that departmental searches are on track.

CSE: Marek stated that the department is overwhelmed with incoming freshmen and has difficulty finding lecturers. The department has added an extra course for incoming MS students. Lastly, faculty recruitment ads are out for the department's three positions.

CEN: Walid noted the recent informal visit of a couple of possible faculty hiring candidates.

POEM: Alex reported his continuing problems with Physical Plant. Reza responded that Ron Coley will be invited to attend the next Chairs/Directors meeting so participants should be prepared to discuss these types of problems with him.

5. Graduate Program – Mark

Mark stated that about 280 BCOE grad student applications have been started in GradSIS so far this year.

6. Undergraduate Education – Ravi

Ravi reported that the Academic Senate has asked if BCOE students still need priority registration for ENGR 92. This course hasn't been offered since 2006. After discussion, it was recommended that ENGR 92 continue to be offered but BCOE may want to change it so that it appeals to more UCR students. A BCOE department would have to manage such a course and arrange for invited speakers, etc.

7. Faculty Recruitment

This topic was covered in Department and Center Updates.

8. CAP Tips – Reza

Reza called attention to the document entitled “Tips for Personnel Files” which was attached to the agenda. He noted that Tip #4 states “If student evaluations point to weakness in teaching effectiveness, address methods of corrective action.” Marek added that this tip is intended to give departments an opportunity to provide input on addressing a faculty member’s low teaching evaluations. Reza noted that CAP will need to review 375 faculty files this year. He has offered suggestions on how to lower or re-distribute this load but no changes have been implemented to date.

9. 25th Anniversary Celebration – Reza

Reza asked for input on scheduling a celebration of BCOE’s 25th Anniversary. Ideally, this celebration would occur in Spring 2015. After discussion, it was recommended that a high-visibility speaker be invited as the focal point of this celebration. Reza asked that names of appropriate high-visibility speakers be sent to Pat. Other 25th Anniversary options discussed included a PR only effort or a series of speakers (with a final black-tie event).

10. College Retreat

Reza noted that this week’s campus leadership retreat reminded him that BCOE hasn’t had a faculty retreat in several years. Reza will ask Eilene to identify possible locations and weekends in the Winter and Spring quarters for such a retreat.

11. Other Matters

Reza summarized some of the discussions at this week’s campus leadership retreat:

- The Chancellor and EVC/P will be making recommendations on proposed academic unit re-organizations.
- UCR is identifying ways to improve its six-year graduation rates.
- UCR wants to increase the number of MS students to resemble other UC campuses.
- Research needs to be more interdisciplinary at UCR.
- Clustered hiring of faculty in strategic research areas will be stressed.

The participants noted that departments will need more financial incentives for accepting MS students.

Also, it was recommended that departments develop a comprehensive initial (i.e., advanced intro) course for MS students. Such courses could be taught by lecturers or retirees.

No other matters were discussed.

Chairs' & Center Directors' Meeting

October 22, 2014

Agenda

Winston Chung Hall – Room 443

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| 1. | Welcome - Request for Agenda Items from the Floor | Reza |
| 2. | Approval of Minutes from October 6, 2014 Meeting | Pat |
| 3. | Department and Center Updates | |
| 4. | Graduate Program | Mark |
| 5. | Undergraduate Education | Ravi |
| 6. | Faculty Recruitment | Departments |
| 7. | CAP Tips | Reza |
| 8. | Graduate Recruitment | Jun Wang |
| 9. | 25 th Anniversary Celebration | Reza |
| 10. | College Retreat | Reza |
| 11. | 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

CAP Tips

TIPS FOR PERSONNEL FILES*

TIP ONE: Letters

- General: Be short, to the point, and use lay language wherever possible. Advocacy is no substitution for evaluation.
- Department Letters: Contextualize and evaluate as much as necessary.
- Dean Letters: Should provide evaluation of information in the file not adequately covered by department letter or personal statement. Do not repeat or quote extensively from the APM, the department letter, or the candidate's personal statement. If the dean's recommendation differs from that of the department, explain the difference.

TIP TWO: Be explicit about rank and step recommendations: "We/I support a one-step merit advancement based on." Provide additional vote and make persuasive claims for anything more than a simple advance; any request for an acceleration or ½ step off-scale needs to be fully justified.

TIP THREE: Offer expertise to help readers at higher levels of review to understand the quality, quantity, significance, and impact of research and how these metrics compare to standards in your discipline.

TIP FOUR: Evaluate teaching and mentoring for lower-division, upper-division, and graduate levels of instruction. Provide context, such as standard teaching load, course relief, and buyouts. If student evaluations point to weakness in teaching effectiveness, address methods of corrective action.

TIP FIVE: Encourage departments to include teaching evidence beyond student evaluations such as

- (a) opinions of other faculty members knowledgeable in the candidate's field, particularly if based on class visitations, on attendance at public lectures or lectures before professional societies given by the candidate, or on the performance of students in courses taught by the candidate that are prerequisite to those of the informant;
- (b) opinions of students;
- (c) opinions of graduates who have achieved notable professional success since leaving the University;
- (d) number and caliber of students guided in research by the candidate and of those attracted to the campus by the candidate's repute as a teacher; and
- (e) development of new and effective techniques of instruction, including techniques that meet the needs of students from groups that are underrepresented in the field of instruction. (APM 210-1-d-1)

TIP SIX: Evaluate service contributions in light of the time commitment required and the overall value of those contributions to the constituencies they serve. Do not simply list committees!

TIP SEVEN: Evaluate external letters and the professional stature of the letter writers (address in the confidential list of letter writers to protect confidentiality). Be aware of the difference between tenure letters and letters for other levels of promotion. Provide a wide range of letters from UC and UC-equivalent institutions; acknowledge the positive but do not gloss over the negatives that emerge in these letters. When possible, avoid solicitation from candidate's former mentors and collaborators.

TIP EIGHT: Be clear and explicit in explaining department votes. Provide a balanced view of both majority and minority votes. If unexplained abstention votes exist, address these votes by stating no explanation was given. A large amount of unavailable votes does not provide a clear recommendation. Encourage faculty to participate in the academic personnel review process and vote on all files. (Page 35 the CALL)

TIP NINE: Submitted items should not be counted in the review nor mentioned in the department letter except briefly. (Page 29 the CALL) *except for re-appointment*

TIP TEN: If there are discrepancies between facts stated on the self-statement/ department letter/ dean letter and the review file, CAP will defer to the file as the true/accurate record. Departments therefore should not cut and paste from self-statement without verifying data in statements. (Page 39 the CALL) *Reviews*

*Note: this list is for Department Chairs and Deans. Department Chairs may consider sharing these tips with faculty