

Chairs' & Center Directors' Meeting Minutes

Date: July 1, 2013 (12:00 to 2:00 pm)
Location: WCH – Room 443
Attendees: Abbaschian, Reza
Aguilar, Guillermo
Bhanu, Bir
Boretz, Mitch
Farrell, Jay
Garay, Javier
Haddon, Robert
Hartney, Pat
Lonardi, Stefano (for Laxmi Bhuyan)
Myung, Nosang
Najjar, Walid
Ravi

Absent: Barth, Matt
Bhuyan, Laxmi
Matsumoto, Mark
Rodgers, Victor
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 Chuck Rowley will be joining the meeting around 1pm to discuss UCR's Student Technology Fee Program. Reza welcomed Guillermo Aguilar as the new Chair of ME. Also, Reza noted that BCOE has an international program MOU template that's already been approved by campus. As such, MOUs with international institutions that are written using this template do not need any additional campus approvals.

2. Approval of Minutes - Pat

The minutes of the June 10th Chairs/Directors meeting were unanimously approved.

3. Undergraduate Education – Ravi

Ravi reported that the number of BCOE freshmen SIRs is 590 and that a smaller melt percentage (10-11% vs 13%) is expected this year. The final number of incoming BCOE freshmen should be around 550. There are 130 transfer student SIRs but a 20% melt is expected over the summer. We are still accepting transfer referrals for a few BCOE programs. Also, freshmen orientation is starting.

Ravi pointed out the attachment to the agenda titled "Implementation of ABET-CEP Merger of BCOE Undergraduate Program Review, Riverside Division of the Academic Senate." Per this document, BCOE will provide a copy of each program's ABET Review's interim report and program responses to the Academic Senate's Committee on Education Policy (CEP). The CEP will review 2-3 BCOE programs each year but will

not require external reviews of these programs. The Chairs/Directors noted that external reviews of BCOE programs can provide valuable input. Reza responded that this external input can be provided by departmental advisory committees. The following BCOE programs will be reviewed next year: Computer Science and Computer Engineering, Chemical Engineering and Environmental Engineering. In response to a question, the Dean's Office will respond to any campus requests to BCOE programs related to the WASC review process.

4. Graduate Education – Mark

Mark was unavailable for this meeting. Reza noted that BCOE has more incoming grad students this year than any other UCR College or School.

5. Space Use – Pat

Pat stated that the Chancellor's Office will be providing about \$571K to respond to BCOE safety and security issues. These funds will be used to provide after-hours guard services (for one year) and to replace about 50 exterior doors in Bourns B and Chung Hall to correct design defects and provide enhanced air balance in the buildings. However, this funding is contingent on "the college creating, communicating and enforcing a policy that individuals who knowingly compromise security will be held accountable." In response to this requirement, the Dean's Office has drafted the Space Use Policy which is attached to the agenda. This Policy covers trespass, vandalism and security issues and includes consequences for violations. This Policy has been reviewed by UCR's Student Conduct Programs Office and campus attorney. The intention is to post the Space Use Policy on BCOE's website and include a summary of the Policy in hiring documents and course syllabi. Pat and Maggie will be meeting with campus representatives soon to discuss the implementation of this Policy and the after-hours guard services and door replacement project.

6. MD/PhD – Reza

Reza discussed a possible MD/PhD joint program with the Dean of UCR's Medical School. Such a program would be directed at individuals that want to work in academic institutions and would likely be of seven-year duration. All other UC campuses have similar programs. It was estimated that about half of incoming MD students already have PhD degrees. After discussion, the Chairs and Directors were supportive of initiating such a program with the Medical School. As such, Reza will work with the Med School Dean to form a joint committee. Reza recommends developing an MD/PhD program that requires students to pursue their MD and PhD degrees simultaneously, not serially.

7. Updates from Departments and Centers

MSE: Javier reported that nothing was new in the MSE Program.

ME: Guillermo reported nothing was new in ME.

CSE: Stefano reported nothing was new in CSE.

CE: Walid reported that nothing was new in CE.

Mitch reported that eight NSF Career proposals will be submitted this year.

CRIS: Bir stated that a meeting is being scheduled to develop face recognition research teams. Successful teams would be funded at approximately \$10M (over 4 years). There is increased interest in face recognition research after the Boston bombings. Also, his group is preparing a paper on traumatic brain injury. Additionally, Talbot and Bhanu received \$20K in funding (managed through Biology and Neuroscience Department) to work on a stem cell differentiation project that is looking at the health of stem cells. It is hoped

that a research proposal will be developed from this work over the summer. Reza added that Siemens is also very interested in face recognition research.

CNSE: Robert reported that construction on the MSE Clean Room is proceeding. Also, UCR's MRSEC pre-proposal will be submitted in August and will include three IRGs (headed by Nosang Myung, Jeanie Lau and Chris Bardeen).

EE: Jay reported that EE and CEE have hired a husband/wife faculty team. On a related issue, Reza will ask Charlie Wyman for an update on the Senior Faculty Search process.

CEE: Nosang also reported the husband/wife faculty team hired with EE. Additionally, Nosang stated that he is continuing discussions with Raytheon about development of a program to utilize about \$70M in funding that is resultant from a \$1B purchase of electronic equipment by South Korea. This program could involve training and research components with Korean institutions. More information will be available from Raytheon after Non-Disclosure Agreements are signed. Reza added that Raytheon and Siemens could be partners in the EBUIII building project.

8. Other Matters

Pat reminded the group that he presented a potential plan to require laptops for incoming BCOE students at the last Chairs/Directors meeting. The BCOE Instructional Technology Committee that was formed after this discussion met last week. This Committee is recommending that BCOE develop a plan, similar to one being implemented at UCI's Henry Samueli College of Engineering that would, in effect, require incoming students to have laptops. Pat distributed a summary of the Committee's recommendation including aspects of UCI's Program. There could be cost and instructional space advantages to BCOE if such a plan were implemented. Since laptops would be required for BCOE courses, students could include the cost of a laptop and software in their financial aid packages.

9. Student Technology Course Materials Fee – Chuck Rowley and Israel Fletes

Chuck and Israel joined the meeting at 1pm. Chuck presented Powerpoint slides on UCR's Student Technology Fee Project and Process.

Important points of this presentation were:

- The goal of the Student Technology Fee is to support instructional, classroom and other technologies that provide meaningful educational benefits.
- Projects supported by this fee should have broad impact on undergrads and grad students.
- Projects are solicited from the Academic Senate's Committee on Academic Computing, Student Technology Fee Advisory Committee (STFAC) and from faculty, students, departments, etc.
- Proposals are reviewed by STFAC which makes funding recommendations to the EVC/P.
- Approximately \$3M in Student Technology Course Materials Fee funding is available each year.
- Nine Technology Innovation grants were made to faculty at \$40K each.
- The On-line Learning project will need to be reconciled with Steve Brint's report before proceeding.
- There has only been one year of funded projects so far.
- Chuck will forward a summary of the projects funded to date (including costs) to Pat.

Reza added that BCOE is pursuing a laptop requirement for incoming students. This requirement would need updated wifi and technology support infrastructure. Chuck responded that such projects might be able to be funded by the Student Technology Course Materials Fee. Although most funding decisions are made in the spring, proposals can be submitted at any time. There will be further discussions between C&C and BCOE staff concerning this effort.



Chairs' & Center Directors' Meeting

July 1, 2013

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 June 10, 2013 Meeting | Pat |
| 3. | Undergraduate Education | Ravi |
| 4. | Graduate Education | Mark |
| 5. | Space Use Policy | Pat |
| 6. | MD/PhD | Reza |
| 7. | Updates from Departments & Centers | Chairs/Directors |
| 8. | Other Matters | |
| 9. | Student Technology Course Materials Fee | Chuck Rowley |

Future Meeting Dates

2013

Monday, August 5
 Monday, September 9
 Monday, September 23
 Monday, October 7
 Monday, October 21
 Monday, November 4
 Monday, November 18
 Monday, December 2
 Monday, December 16

2014

Friday, January 10
 Monday, January 27
 Monday, February 10
Friday, February 21
 Monday, March 3
 Monday, March 17
 Monday, March 31
 Monday, April 14
 Monday, April 28
 Monday, May 12
 Monday, May 26
 Monday, June 9
 Monday, June 23
 Monday, July 7

Implementation of ABET-CEP Merger of BCOE Undergraduate Program Review Riverside Division of the Academic Senate

On March 16, 2011, CEP approved the merging of BCOE's ABET accreditation and CEP's undergraduate program review. The justification for this action is a desire to reduce the workload of the departments under review and CEP by substituting the ABET review for CEP's external review. After a comparison of the two review processes, CEP determined that ABET's review is very thorough even though there are differences in the review criteria and process. It was felt that these differences in principle are relatively minor and can be addressed internally by CEP's subcommittees tasked with conducting the reviews. To be relevant, CEP's reviews must be coordinated with the release of ABET's final report, which usually occurs in the summer following the site visit, and this raises a concern regarding CEP's workload associated with the desire to review all of BCOE's undergraduate programs in a short time frame. To accomplish this in a single year would far exceed CEP's normal workload, even though some aspects of the review process, such as the visit by a separate external review committee for each program, is no longer necessary. To manage the workload issue, CEP will spread the review process out over several (2-3 years) years following the release of ABET's final report, understanding that the programs being reviewed are dynamic, making the utilization of the ABET process more difficult for program reviews with the longest delays. The procedure for BCOE's undergraduate program review will be as follows:

1. After ABET releases its draft statement, which usually occurs before the end of the academic year, BCOE will forward a copy, along with the department's responses, to CEP, who will review these documents and determine which undergraduate programs will be evaluated the following year. CEP will usually schedule 2 or 3 programs for review, and one factor in setting the priority will be to review problematic programs early when ABET's recommendations are timely and intervention is most effective. CEP reserves the right to reject the ABET report for any program, and require a regular external review. This may occur for several reasons, such as in cases where there are serious concerns, where ABET failed to address an issue of importance to the CEP, or when too much time has elapsed between the ABET report and program review.
2. When ABET releases its final statement in the summer, BCOE will send it and any accompanying documents to CEP along with the program's self-study for the ABET review.
3. Early in the academic year, CEP will select subcommittees to conduct the reviews, and the programs under review will submit responses to the ABET report.
4. The subcommittee will review ABET's final report, the self-study and the program's response to the ABET report. During the review, the subcommittee may amend the review if necessary. For example, an amendment could request additional information from the program or solicit a supplemental external evaluation.
5. Once the terms of the review and any amendments are completed, the subcommittee will prepare a draft Findings and Recommendations document. This document will be forwarded to the program by the end of the academic year, though in most cases it will be sent much earlier. From this point on, the review process is identical to that of a regular external review.
6. At the end of the first academic year of the review cycle, CEP will use ABET's final statement to determine which programs are reviewed the following year. As before, CEP reserves the right to reject the ABET report for any program and require a regular external review. The process is continued until all the programs are reviewed. Undergraduate programs that are not part of the ABET review process will undergo a regular external review at a time that is not necessarily tied to the ABET accreditation.

Reza – BCOE's Instructional Technology Committee met on June 26th. After careful discussion, the Committee recommends following the lead of several other universities, including UCI's Henry Samueli College of Engineering (HSSOE), and develop a plan to require laptops for incoming BCOE students. If possible, this requirement should be implemented for students entering BCOE in AY 14/15. Since HSSOE has been investigating this requirement for some time and is formally initiating it in AY 13/14, the Committee felt that the following aspects of the HSSOE laptop Program are relevant to a laptop requirement plan in BCOE:

- Did not make laptops a mandatory requirement to be an HSSOE student but made access to a laptop a requirement for various HSSOE courses; this has the effect of making it a mandatory requirement (and thus eligible to be included in a student's financial aid package up to \$2,000 for a laptop and needed software)
- Each HSSOE course carries a laptop plus software course requirement which made it flexible to implement and did not require extensive campus-level approvals
- Was implemented for lower-division courses only (but will likely be expanded)
- Some of the goals of the Program were:
 - o get students to rely on their laptops as a tool that they would want to continue to use past the 2nd year
 - o empower faculty to expand computational usage into traditionally non-computational courses
- UCI's Bookstore offers 0% financing for laptop purchases for HSSOE students on financial aid (since these students receive aid in 3 payments over the AY)
- Financial Aid allows students to buy laptops starting July 1st so HSSOE students have the opportunity to pick them up at summer orientation
- Laptop program helps with scheduling classes; lower division courses with a computing component will be moved out of computer lab spaces
- HSSOE has noticed that students are more enthusiastic when they have laptops with engineering software at their fingertips
- HSSOE is starting with freshmen courses; next year freshmen and sophomore courses will be laptop based
- HSSOE's innovative uses of laptops include a two-quarter freshmen design course; currently optional but will eventually be required
- TAs are expected to help with software installation issues
- HSSOE expects to have a few loaner laptops on hand
- Overall, HSSOE faculty are very supportive of this effort

Initial cost estimates to implement such a laptop requirement in BCOE are:

- New VPN Server for BCOE: \$30,000
- New BCOE file server: \$40,000
- Software licenses for laptops: unknown
- New BCOE Instructional Technology Staff: \$100,000/yr
- Increased UCR helpdesk support: unknown
- Upgraded wifi (802.11ac and 802.11ad) in BCOE buildings/rooms: \$100,000
- Laptop loaner program specific for BCOE students: \$10,000/yr
- Bookstore bridge funding (to offer 0% financing for students on financial aid): unknown

BCOE Instructional Technology Committee Members:

BIEN: Will Grover

CEE: David Jassby

CSE: Walid Najjar

EE: Elmar Palma

ME: Venky (Substitute: Masa Rao)

Systems: John Cleary, Victor Hill

Facilities: Maggie Souder

Administration: Pat Hartney



Student Technology Fee Project and Process Update

Charles Rowley

Israel Fletes

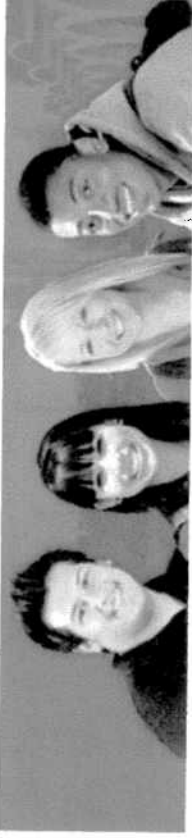
Student Technology Fee Advisory Committee

May 31, 2013



Presentation Agenda

- › Introduction
- › Student Technology Fee Proposal Process
- › Student Technology Fee Advisory Committee (STFAC)
- › FY 2012 – 13 Approved Projects
- › FY 2013 – 14 Projects Under Consideration
- › Academic Senate Committee on Academic Computing & IT 2013-14 Project Rankings



Introduction

UC Riverside's Student Technology Fee was instituted to help ensure that students and instructors have continued access to a robust instructional environment that leverages students' familiarity with technology into instructional and learning successes.

The goal of Student Technology Fee is to identify and support instructional, classroom, and other technologies and services that provide special, meaningful educational benefits to the widest group of students possible.

The Student Technology Fee is designed to broadly support the following four goals:

- *Enhancing Student Access to Learning Content and Systems*
- *Supporting Innovative Pedagogy through Improvements to Campus Learning Spaces*
- *Improving and Enhancing UCR's Learning and Collaboration Environments*
- *Supporting the Creation of Digital Content, eLearning Objects, and Blended Learning Environments*



STF Proposal Process

How Are Proposals Solicited?

- **Senate Committee on Academic Computing – member input / review of ideas and proposals.**
- **Senate Committee on Academic Computing call to faculty for proposals, ideas, and input.**
- **Advisory Committee student survey / request for feedback on products.**
- **Specific solicitation of Library input.**
- **Advisory Committee members proposals / input.**
- **Ad Hoc input from faculty, students, departments, etc.**



STF Proposal Process

Who Reviews the Proposals?

The STFAC is charged with providing appropriate guidance, input, and oversight to all projects and initiatives funded via the Student Technology Fee. This Committee makes project recommendations to the EVC/Provost for his/her consideration. In addition, the STFAC generally also meets to review progress, funding, and costs associated with approved project initiatives. *Please note the Senate Committee on Information Technology and Academic Computing has provided formal rankings of proposed projects for the STFAC consideration.*

Who Makes the Final Funding Decisions and When?

UCR's Executive Vice Chancellor and Provost has final decision making authority relating to student technology fee utilization. Decisions are generally made in June so that project implementation may begin over the summer.



STFAC Membership

- Charles Rowley, Associate Vice Chancellor & Chief Information Officer
- Steven Brint, Vice Provost for Undergraduate Education
- Joseph Childers, Dean, Graduate Division
- Gregory Beran, Chair, Senate Committee on Academic Computing & IT
- Victor Zordan, Associate Professor of Computer Science
- Ryan Rakib, Business Administration – Graduate Student
- Johnny Ta, Biology – Undergraduate Student
- Lazaro Cardenas, Psychology/Law - Undergraduate Student
- Matthew Hull, Associate Vice Chancellor for Resource Planning & Budget – Ex-Officio
- William Kidder, Assistant Executive Vice Chancellor - Ex-Officio

STFAC Staff Support

- Larry McGrath, Senior Director of Technology Operations, C&C
- Shelley Gupta, CFAO, C&C
- Israel Fletes, Director Educational Technology & Computing Services, C&C



Approved 2012-2013 STF Projects

- Small & Medium Sized Classroom Technology
- Large Lecture Hall Classroom Technology
- UCR Teaching & Computer Labs Technology
- Laptops Across the Campus / Bear Help
- UCR Wireless Network Expansion, Enhancement and Renewal
- Software as a Service – Licensed Software on Demand (*Resubmitted*)
- iLearn Mobile Upgrade
- Course Capture (*5 units*)
- Library Information Commons Technology Renewal & Replacement
- Library Licensed Content (*Postponed one year*)
- Collaboratory Upgrade (*Resubmitted*)
- iLearn Community Module (*Repurposed*)
- Technological Innovation by Faculty Grants (*9 grants funded*)



2013-14 STF Projects Under Consideration

- Academic Resource Center (ARC) Lab Upgrade
- Wireless Network Expansion / Infrastructure System
- Laptop Loaner Program Augmentation - Charging Cables
- Teaching & Computer Labs Augmentation - Printing
- Course Capture Systems (*10 units*)
- Computer Labs Renewal and Replacement – Statistics / Multimedia
- GradQuant Center (*Grad Student Research Methods*) – (*Resubmitted*)
- Honors Program Computer Lab Upgrade
- Online Learning (*Instructional / Production Support, Equipment, Space*)
- Software as a Service Revised Proposal – (*Resubmitted*)
- Solar Dock Charging Stations – (*Solar Powered Charging Tables*)
- Digital Recording - Sound Booth – (*Music, Podcasting, etc.*)
- Flex Classroom Technology (*70-100 seat classrooms*)



Academic Senate Committee on Academic Computing and IT – 2013/14 STF Proposal Rankings (1 = High, 5 = Low)

Rankings	Priority	
UCR wireless network	1.0	Highest
Flex Medium Classroom Technology	1.3	
Academic resource Center Computer Lab	1.5	
Charging Hardware	1.5	
Course Capture	1.5	
Online Learning	1.5	
Print Quota	1.5	
University Honors Computer Lab	1.5	
Renewal/Replacement program for CHASS/CNAS labs	1.7	
Software as a Service	1.7	
Solar Dok	1.7	
Self-Contained Recording Sound Isolation Booth	1.8	Lowest
GradQuant	n/a	

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