

Chairs' & Center Directors' Meeting Minutes

Date: December 2, 2013 (12:00 to 2:00 pm)

Location: WCH – Room 443

Attendees: Abbaschian, Reza
Aguilar, Guillermo
Barth, Matt
Bhuyan, Laxmi
Boretz, Mitch
Farrell, Jay
Garay, Javier
Haddon, Robert
Hartney, Pat
Matsumoto, Mark
Najjar, Walid
Ravi
Rodgers, Victor
Vafai, Kambiz
Wang, Albert
Wheeldon, Ian (for Nosang Myung)

Absent: Balandin, Alex
Bhanu, Bir
Myung, Nosang
Tan, Sheldon

The agenda for the meeting is shown in Appendix 1.

1. Welcome and call for agenda items - Reza

Reza added the topic of Carlsbad Property to the agenda.

2. Approval of Minutes - Pat

The minutes of the November 15th Chairs/Directors meeting were unanimously approved.

3. ABET Accreditation Alert - Ravi

Ravi noted the ABET Accreditation Alert attached to the agenda. This Alert requires each ABET accredited program to state the program's educational objectives and student outcomes and post annual student enrollment and graduation data on their websites. ABET will review this website information to confirm compliance. After discussion, Ravi agreed to send enrollment and graduation data to BCOE programs so that this information, along with program objectives and outcomes, can be posted on BCOE program websites. Reza stressed that it's important that enrollment and graduation data be posted in a consistent manner by BCOE programs.

4. Undergraduate Education – Ravi

Ravi stated that UC's freshmen application deadline was last Saturday (11/30/13) and that UCR should receive its applications by mid-January. The number of applications increased this year. BCOE's initial incoming freshmen target is 400 (vs 500 last year). BCOE's target increased by 50 last year so annual targets are subject to change. BCOE's AIS score threshold has been increased from 4,300 to 4,500 this year so the quality of incoming freshmen is expected to continue to rise. The target for incoming transfer students will remain at 150. Also, Ravi noted that BCOE Student Affairs lost three staff members but has recently hired three replacements. He expects these new Advisors to be up to speed in 1-2 months. Additionally, Marc Donnhauser has left his (soft money) outreach position in Student Affairs. A search for a replacement is being initiated. Lastly, it was noted that BCOE Student Affairs is understaffed, particularly in comparison to CNAS.

5. Computer Replacement – Pat

Pat called attention to the Draft BCOE Faculty PC Replacement Program Policy attached to the agenda. UCR has reinstated funding for faculty computer hardware/software replacement. The new program will provide \$1,600 per faculty FTE (as of 10/1/12) to BCOE spread over four fiscal years. As such, BCOE will receive \$34,400/yr for replacement of faculty computer hardware and software. BCOE's draft policy re-allocates this funding (by faculty FTE) to departments. As such, each department will be able to determine the priority of computer hardware and software replacement/upgrade for its faculty. Departments and faculty can supplement this funding from other sources. Lastly, any funds remaining at the department level can be carried forward at the end of the fiscal year but all PC Replacement Program funding must be spent by the end of the fourth year (6/30/17). No objections were made to this draft policy.

6. Updates from Departments and Centers

ME: Guillermo stated that the department has received 99 applications for its junior faculty recruitment and 16 for its senior faculty recruitment.

MSE: Javier noted that the MSE Program is providing input on reviews of joint faculty again this year. Letters are being finalized for the final two such reviews. MSE faculty are involved in the joint senior faculty recruitments.

CEE: Ian stated that CEE faculty search committee members recently started accessing applications. Reza added that it's important for faculty search committee members to take the on-line affirmative action training course.

CSE: Laxmi noted that the department's faculty search committee will begin reviewing files after the January 2014 application deadline.

MSOL: Kambiz stated that this quarter's Engineering Management course is doing well and has about 20 students enrolled. In Winter quarter, MSOL will offer Innovation and Systems Engineering courses along with a BIEN course. All three of these MSOL courses are scheduled to be held in MSE 011. However, he noted that there was an audio problem with MSE 011's Echo 360 system this quarter. C&C is planning to outfit a room for on-line instruction but it won't be available until later in Winter quarter. Kambiz is still waiting for feedback from the Academic Senate's Committee on Courses.

CEN: Walid has been soliciting candidates for the Computer Engineering senior faculty position. He expects there will be informal visits starting January. The CEN website has been revised. CEN and MSE will be recruiting for a joint Graduate Assistant soon.

CNSE: Robert reported that UCR's MRSEC proposal was declined by NSF. He hasn't received reviews on this proposal yet. NSF invited fewer proposals (~30) this time and Robert expects about 12 efforts will succeed.

UC Light: Albert reported that he is working on an NSF proposal that will be submitted next month. He is still waiting for feedback on the ERC proposal.

BIEN: Victor stated that the research faculty search committee has been formed with MSE. Also, BIEN recently hired a part-time Grad Assistant.

EE: Jay stated that the department's Lab Manager, Elmar Palma, will be moving to northern California in the next few months. EE expects to hire a replacement so that he/she can overlap with Elmar for several weeks. Also, EE's Grad Assistant, Adrienne Thomas, is working with Denise Sanders on a grad student recruitment event this week. This event will encourage current BCOE students to consider applying to grad school (particularly BCOE). About 120 attendees are expected.

CE-CERT: Matt noted that the recent ribbon-cutting event with CEC went well. The New Grid project's solar panel structures have been installed in the parking lot next to CE-CERT. Lastly, the joint research faculty position with UCR's School of Medicine will be advertised soon. Reza added that it's important for departments to identify good faculty candidates quickly so that offers can be made before they are hired by other institutions.

7. Graduate Education – Mark

Mark distributed a comparison of grad student applications between the 2013-14 and 2014-15 cohorts. There are 984 applications started this year in comparison to 942 last year at this time. However, the number of applications submitted has decreased from 296 last year to 275 this year. The percentage of domestic applicants has increased by about 10% this year. Mark noted this year's application cut-off date for financial aid is 1/5/14. Also, Mark reported that the Grad Division is proposing to provide an additional year of fee support for GSRs that are funded by a PI for two years. This would save one year of grad student fee funding on the PI's contracts/grants. The Grad Division is waiting for approval from the UCR Budget Office for this proposal. In addition, the Grad Division is offering to provide supplemental funding of \$50,000 for high quality grad students. The grad student candidate would need to have GRE scores of at least 321 and have an entering GPA of at least 3.7. The student would have to promise to be at UCR for five years. The Grad Division expects to make about 15 such supplemental awards this year across campus.

8. Staff Appreciation – December 6, 2013, 3-5pm – Pat

Pat reminded participants that this year's BCOE Staff Appreciation event is scheduled for Friday, December 6th from 3-5pm in WCH 205/206. He added that there will be no department/center "Employee of the Year" awards this year. However, several \$75 gift cards will be distributed to staff via raffles. Also, Chairs/Directors may not need to serve the food this year since we will be providing light snacks instead of a meal. The Chancellor is still planning to attend this event.

9. Other Matters

UNEX Students from China: Ravi noted that there are 8-9 Chinese students in BCOE's program with UNEX. He has heard that these students are feeling that they don't have enough contact with department staff and faculty. Ravi suggested that Chairs ask the student's faculty mentors and Grad Assistants to meet with these Chinese students more frequently. A positive experience reported by these students will help generate more participants from China.

Carlsbad Property: Reza reported that the City of Carlsbad is looking for an educational institution to lease a vacant 127,000sf building that the City owns in Carlsbad. The City is offering a 99 year lease for this relatively new, three story building. Carlsbad is a high-tech area with highly educated residents. The property includes 13 acres of land. Potential BCOE uses include (wet or dry) lab research, continuing education courses, MSOL courses, incubator space, etc. Local companies in Carlsbad are interested in partnerships with educational institutions. Walid suggested that BCOE consider partnering with UCSD on uses for this building. However, it was noted that Carlsbad reported that UCSD did not appear very interested in this building. Reza will need to develop a viable long-term plan that can be presented to campus administration. As such, Reza asked the Chairs/Directors to send him suggestions of possible BCOE uses of this building.

No other items were discussed.



Chairs' & Center Directors' Meeting

December 2, 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 November 15, 2013 Meeting | Pat |
| 3. | ABET Accreditation Alert | Ravi |
| 4. | Computer Replacement | Pat |
| 5. | Updates from Departments & Centers | Chairs/Directors |
| 6. | Graduate Education | Mark |
| 7. | Undergraduate Education | Ravi |
| 8. | Staff Appreciation – December 6, 2013 – 3-5pm | Pat |
| 9. | Other Matters | |

Future Meeting Dates

2013

~~Monday, August 5~~
~~Monday, September 9~~
~~Friday, September 27~~
~~Friday, October 11~~
~~Monday, October 21~~
~~Friday, November 15~~
~~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



ACCREDITATION ALERT

from the

ABET Accreditation Department

November 6, 2013

ALERT: Changes to the *Accreditation Policy and Procedure Manual* (APPM) Section II.A.6. Public Release of Accreditation Information by the Institution/Program for immediate implementation.

On October 26, 2013 the ABET Board of Directors approved on second reading the following modification to the 2014-15 *Accreditation Policy and Procedure Manual* Section II.6. Public Release of Accreditation Information by the Institution/Program.

II.A.6.a. Each ABET-accredited program must publicly state the program's educational objectives and student outcomes.

II.A.6.b. Each ABET-accredited program must publicly post annual student enrollment and graduation data per program.

This modification requires IMMEDIATE IMPLEMENTATION BY ALL PROGRAMS ACCREDITED BY ABET.

Programs accredited by ABET are expected to comply with this requirement immediately, not wait for the next scheduled review. **ABET will examine institutional websites beginning with the next academic semester to ensure compliance.** Additionally, at the time of the next general or interim review, the Self Study or Interim Report must reflect how the program(s) have complied with this policy.

The ABET Board implemented the change in policy pursuant to increasing demands for transparency from higher education. See the Council for Higher Education Accreditation (CHEA) Standard. 12.B., which requires accrediting bodies recognized by CHEA to demonstrate accountability:

12.B. The accrediting organization demonstrates public accountability in two ways. It has standards that call for institutions to provide consistent information about academic quality and student achievement and thus to foster continuing public awareness, confidence, and investment.... To be recognized, the accrediting organization provides evidence that it has implemented:

1. accreditation standards or policies that require institutions or programs routinely to provide reliable information to the public on their performance, including student achievement as determined by the institution or program;

This alert does not identify all revisions to the 2014-15 *Accreditation Policy and Procedure Manual* (APPM) or the 2014-15 accreditation criteria, but it highlights revisions that may noticeably affect programs. Each program should review the entire 2014-15 applicable criteria and APPM documents to insure compliance. For quick access to all changes, please check out the "Keeping Up with Accreditation Changes" web page at <http://www.abet.org/keep-up-with-accreditation-changes/>.

Bourns College of Engineering, Dean's Office

Faculty PC Replacement Program Policy

Policy Owner: BCOE, Dean's Office

Date: November 25, 2013

Objective:

In response to the reinstatement of funding for the UCR Faculty PC Replacement Program, the following policy describes the allocation and use of these funds within BCOE. The funding will be allocated by campus to BCOE for replacement of faculty PCs on a four-year cycle, starting FY 2013-14. The funds are to be used solely for hardware and software costs directly required to replace/upgrade personal computers and peripherals such as printers, for the faculty.

The total allocation to BCOE over four years will be \$137,600 based on \$1,600 per faculty FTE, and will be allocated to the College in four allocations of \$34,400 each year for the next four years. The Dean's Office will in turn allocate funding to the departments based on the total number of budgeted faculty FTE as of 10/31/12 at the rate of \$400 per faculty FTE ($\$34,400/86 \text{ FTE} = \400 per faculty FTE). Departments will be allocated the same amount annually over the four-year period. Please see table below which outlines the amount that will be allocated to each department on an annual basis.

Procedures:

1. Each department will be responsible for determining faculty PC replacement eligibility and will have the ability to either replace or upgrade existing faculty computing equipment. This includes hardware and software costs directly required to replace or upgrade personal computers and any peripherals such as printers.
2. Once the faculty member has been identified by the department, the faculty member will need to contact the appropriate IT Manager for the department in order for specific needs to be assessed and a quote prepared. Orders will be placed by the faculty member's department purchasing assistant.
3. When placing the order, departments will need to use fund/function 19917/40 and the Dean's Office cost center designated to the faculty PC Replacement Program, **REFPR**, along with the specific faculty member project code.
4. Once the purchase has been completed and the equipment received, the department will be reimbursed by the Dean's Office (on a quarterly basis).
5. Other sources of departmental funding can be used to supplement the program resources to meet faculty needs.
6. If the current year department allocation is not used, it can be carried forward, but only during the four-year program period (through 6/30/17).

DEPARTMENT	Based on 10/01/12 FTE count	Annual FY14 – FY18 Faculty PC Replacement Allocation @\$400/FTE
Bioengineering	12	4,800
Chemical & Environmental*	14	5,600
Computer Science & Engr.	23	9,200
Electrical Engineering**	23	9,200
Mechanical Engineering	14	5,600
Total	86	\$ 34,400

*CEE does not include Robert Haddon or Mark Matsumoto per RPB headcount.

**EE does not include Susan Hackwood per RPB headcount.

2014-15 COHORT

12/2/2013

APPLICATIONS STARTED

Program	International			Domestic			All		
	MS	PHD	Total	MS	PHD	Total	MS	PHD	Total
BIEN	15	17	32	15	18	33	30	35	65
CEE	31	42	73	15	25	40	46	67	113
CEN	36		36	2		2	38	0	38
CPSC	217	87	304	22	19	41	239	106	345
ELEN	155	92	247	19	7	26	174	99	273
MSOL	0		0	0		0	0	0	0
MSE	14	41	55	3	13	16	17	54	71
MCEN	27	23	50	15	14	29	42	37	79
BCOE	495	302	797	91	96	187	586	398	984

2013-14 COHORT

12/3/2012

APPLICATIONS STARTED

Program	International			Domestic			All		
	MS	PHD	Total	MS	PHD	Total	MS	PHD	Total
BIEN	13	16	29	23	19	42	36	35	71
CEE	21	48	69	9	18	27	30	66	96
CEN	0		0	0		0	0	0	0
CPSC	216	92	308	22	16	38	238	108	346
ELEN	172	86	258	17	14	31	189	100	289
MSOL	0		0	0		0	0	0	0
MSE	19	27	46	5	10	15	24	37	61
MCEN	37	22	59	10	10	20	47	32	79
BCOE	478	291	769	86	87	173	564	378	942

2014-15 COHORT

12/2/2013

APPLICATIONS SUBMITTED

Program	International			Domestic			All		
	MS	PHD	Total	MS	PHD	Total	MS	PHD	Total
BIEN	4	3	7	2	6	8	6	9	15
CEE	8	10	18	2	8	10	10	18	28
CEN	11		11	0		0	11	0	11
CPSC	59	29	88	10	4	14	69	33	102
ELEN	46	37	83	4	1	5	50	38	88
MSOL	0		0	0		0	0	0	0
MSE	3	11	14	0	1	1	3	12	15
MCEN	6	2	8	5	3	8	11	5	16
BCOE	137	92	229	23	23	46	160	115	275

2013-14 COHORT

12/3/2012

APPLICATIONS SUBMITTED

Program	International			Domestic			All		
	MS	PHD	Total	MS	PHD	Total	MS	PHD	Total
BIEN	5	5	10	5	6	11	10	11	21
CEE	2	20	22	3	5	8	5	25	30
CEN	0		0	0		0	0	0	0
CPSC	81	29	110	5	2	7	86	31	117
ELEN	60	22	82	2	7	9	62	29	91
MSOL	0		0	0		0	0	0	0
MSE	4	11	15	1	1	2	5	12	17
MCEN	6	9	15	2	3	5	8	12	20
BCOE	158	96	254	18	24	42	176	120	296