

# **Chairs' & Center Directors' Meeting Minutes**

**Date:** September 30, 2011 (12:00 to 2:00 pm)

**Location:** EBU II – Room 443

**Attendees:** Abbaschian, Reza  
Barth, Matt  
Bhuyan, Laxmi  
Dumer, Illya (for Jay Farrell)  
Haddon, Robert  
Hartney, Pat  
Kisailus, David (for Alex Balandin)  
Matsumoto, Mark  
Myung, Nosang  
Najjar, Walid  
Payne, Tom  
Ravi  
Rodgers, Victor  
Stahovich, Tom

**Absent:** Balandin, Alex  
Bhanu, Bir  
Boretz, Mitch  
Davidson, Don  
Farrell, Jay  
Parker, Linda  
Schultz, Jerry  
Wang, Albert

The agenda for the meeting is shown in Appendix 1.

## **1. Welcome and call for agenda items - Reza**

Reza welcomed the group and stated that BCOE's success of the last academic year is providing momentum for this year. BCOE welcomed its 14 new faculty at an orientation meeting on Wednesday (9/28). This group included the 11 faculty that were hired last year and the 3 hired the year before. BCOE grad student enrollment has increased and the College now has some control over its undergrad enrollment. Reza hopes that the new MSE Building will be approved for complete occupancy this month. No items were added to the agenda.

## **2. Approval of Minutes - Pat**

The revised minutes of the August 15<sup>th</sup> Chairs/Directors meeting were unanimously approved.

### **3. Characterization Facilities – Mark**

Mark reminded the group that CNAS will be increasing its charges for CFAMM equipment from \$39/hr to \$80/hr effective 10/1/11. CNAS has been providing about \$150K/yr in subsidy for CFAMM which they are now trying to cover with increased rates. It is anticipated that charges in ACIF and Genomics instrumentation will also be increasing. It is believed that inefficient staffing in these recharge units is causing most of the high cost. UCI charges \$40/hr for use of SEM or TEM and \$15/hr for XRD. UCSD charges \$65/hr for SEM (with staff help) and \$25/hr (without staff help). Mark suggested to CNAS that BCOE and CNAS develop a plan for a central instrumentation facility that would make more efficient use of staff and equipment. Mark will send comparable rate information from other campuses to Chairs/Directors. Reza suggested that the new SEM on order for the MSE Building be put under CNSE since CNSE is a joint BCOE/CNAS center. Mark will meet with Robert, Alex, David K. and others to develop options for BCOE.

### **4. Graduate Education - Mark**

Mark distributed the latest BCOE grad student enrollment figures by department. The total number of BCOE grad students increased to 525 in Fall 2011 compared to 512 in Fall 2010. These figures include grad students on Filing Fee status. Next, Mark noted the draft memo attached to the agenda concerning fees for domestic students. BCOE has been covering application fees for all BCOE domestic grad students for the last four years. Last year, BCOE spent about \$30K in domestic grad student application fees. He is recommending that BCOE continue to cover these fees but only for applications submitted up to the 1/5/12 UCR deadline for financial assistance consideration. The Chairs/Directors concurred with this recommendation.

### **5. On-line Masters Program – Tom Payne**

Tom reported that BCOE's On-line Masters Engr Degree Program proposal will be reviewed by CCGA next week. A parallel process is being undertaken through UCR for approval of the Program's fee structure. Tom reminded participants that all Program income goes to departments. Department faculty are paid \$5K to develop each course plus \$400 for each enrolled student. In addition, departmental TAs are assigned to each class taught by faculty. The first Program concentration will be in BIEN but Reza hopes that each BCOE department will propose at least one concentration. Any additional Program concentrations will not need to be separately approved by UCOP. Reza noted that UCLA's College of Engineering nets about \$500K/yr in income from its On-line Masters Degree Program. A presentation on the advantages of developing an On-line MS Engr Degree Program concentration will be made at a future Chairs/Directors meeting. It was noted that Prof. Vahid recently had an on-line course approved by UCR's Committee on Courses. Reza thanked Tom for all his efforts developing the On-line MS Engr Degree Program. After conferring with Tom, Reza will be appointing another faculty member to lead the further development of the Program and recruitment of students. As such, Reza will be appointing Kambiz Vafai as Director of BCOE's On-line MS Engr Degree Program starting this Fall.

### **6. Undergraduate Education - Ravi**

Ravi announced that the CCRA grant ends in October but UCR will be awarded a follow-on grant for five years at about \$870K/yr. This new grant will support BCOE's outreach and transfer student efforts. The grant is mostly for BCOE but also includes CNAS.

Ravi noted that UC's undergrad admissions cycle will start on 10/1/11. UC's undergrad application fee has increased to \$70. He called attention to the attachment to the agenda which presents BCOE's total undergraduate enrollments by department and class status. The number of BCOE's incoming freshmen totals 554 with another 76 in transfer students this year. He noted that the number of transfer students increased significantly from last year's total of 50. Also, he noted that 25 incoming freshmen are in Pre-Engineering. Pre-engineering students will automatically move to a department if they pass their freshmen classes. Ravi noted that the MSE Program only had 5 freshmen and 2 transfer students partly due to the fact that the

Program is new and still needs to be accredited by ABET. Comments were made that MSE students are concerned with senior design courses, course cancellations, offering of required courses for small numbers of students and lack of planning and coordination. Reza recommended that Alex meet with chairs of departments that are cooperating in the MSE Program as soon as possible to develop course schedules, recruitment plans, etc. to respond to these concerns.

Next, Ravi noted the attachment to the agenda titled “New Campus Approach to Freshmen Admissions.” BCOE (and CNAS) will now be able to select applicants with AIS scores below the cut-off threshold based on other criteria such as demonstrated mastery of mathematics, etc. Ravi will form a BCOE committee to develop appropriate criteria and to review these freshmen applications. Reza noted that, as part of this process, departments should develop undergrad enrollment targets. Ravi noted that BCOE’s long-term strategy was to admit fewer freshmen and more transfer students.

Starting this year, UCR’s AIS score will stress GPAs and SAT scores. Ravi noted the attachment to the agenda that graphically presents the relationship of the new AIS score and student retention in BCOE using the cohorts between 2003 and 2009. This graph shows the strong correlation between the new AIS score and retention in BCOE.

#### **7. ABET/Dennis Rice - Ravi**

Ravi announced that BCOE has hired Dennis Rice for two days a week starting next Thursday (10/6) to assist programs in the development of ABET self-studies and preparation for the Fall 2012 ABET site visit. This will be the initial ABET accreditation processes for BIEN and MSE.

#### **8. Department Updates**

Due to time constraints, this topic was delayed until the next Chairs/Directors meeting.

#### **9. Strategic Initiative - Reza**

Reza referred to his recent email to BCOE faculty announcing the results of the recent Chancellor’s Strategic Initiatives process. Ten projects in BCOE will be funded with \$400K in funding from the Chancellor. Reza commented that there were many cooperative efforts proposed between BCOE departments and with departments in other colleges. Reza added that BCOE will be separately funding a related effort to initiate the Winston Chung Global Energy Center. This effort will involve the Los Alamos National Lab (LANL). LANL can provide grad student support funds.

#### **10. Faculty Recruitment Plan - Reza**

Reza has requested approval from the EVC to recruit for 16 new BCOE faculty this year. The new faculty recruitment requests are: 2 for BIEN, 4 for CEE, 3 for CSE, 4 for EE and 3 for ME.

#### **11. UCI Faculty Salary Study – Reza**

Reza noted the UC faculty salary comparisons attached to the agenda. This data shows that most UCR academic units pay women and minority faculty members at or above predicted salary levels. In comparison, many UCB academic units do not pay women and minority faculty members at predicted salary levels.

#### **12. Workload Policy – Pat**

Pat referenced the BCOE Faculty Instructional Workload, Course Buyout and Salary Savings Policy attached to the agenda. This Policy is a re-editing of BCOE’s existing Policy to make it easier to read. Also attached to the agenda is a slightly revised version of BCOE’s Initial Complement Policy. This IC Policy now specifies that only BCOE grad students can be supported with BCOE Initial Complement funding. Comments or suggested changes to either Policy should be sent to Pat.

### **13. Worker's Compensation Policy – Pat**

Pat distributed a History and Comparison of Worker's Compensation costs by UCR org unit over the last 3 fiscal years and a projection for FY 11/12. The FY 11/12 data includes a comparison of the previous Worker's Comp cost allocation methodology and the new one which is based on a (lower) "common good rate" but \$5,000 fees per incident. The FY 11/12 data indicates that BCOE will save approximately \$38K/yr under the new methodology. However, Pat noted that many PIs feel the \$5,000 incident fees will be difficult to support on contracts/grants. As such, UCR will now allow org units to pay these incident fees from sources other than the ones that supported the injured workers. This change is particularly relevant to contracts/grants. BCOE will develop a policy on the implementation of this procedure as soon as details are provided by UCR.

### **14. TA & UCOP Allocation and**

### **15. Budget Reductions – Pat**

Pat stated that information on TA and UCOP allocations to BCOE departments will be sent to FAOs next week along with a request to specify how each department/center plans to cover its FY 11/12 (Temp fund) budget reduction.

### **16. UCOP Fee Assessment – Pat**

Pat announced that UCOP is changing the methodology that it uses to fund its operation. In the past, UCOP was funded primarily by allocations from various UC state funding sources. Starting FY 11/12, UCOP will be funding itself by charging a standard fee on all UC funding streams (including state funds, contracts/grants, sale/service, gifts, etc). UC campuses will now receive the full amounts of their tuition income, etc. funding streams from UCOP but will be charged a standard fee (approximately 2%) on all these streams. The UCOP fees are based on actual expenses during the most complete fiscal year available. As such, FY 11/12 UCOP fees are based on FY 09/10 expenses. UCR is paying the UCOP fees on state funding streams from unrestricted (state) funding sources and will pay the UCOP fees on contracts/grants from its indirect cost recovery stream. Pat distributed estimates of the 2% UCOP fees on the remaining funding streams by BCOE department/center. The major impact of these UCOP fees on BCOE units will be to sale/service funds and gifts/endowments. The default methodology is that these UCOP fees will be charged to the same FAU that generated the expenses (i.e., each gift fund, sale/service fund, etc). However, units can substitute another FAU as needed if, for example, the original FAU does not have adequate funding to cover this fee. CE-CERT and CNSE sale/service funds will be particularly impacted with these new fees. Pat will distribute the final BCOE Funding Streams Assessment spreadsheet as soon as it's available from the Budget Office.

### **17. Global Climate Fair – Matt**

Matt stated that a Global Climate Fair has been scheduled by campus on 11/12/11 to highlight the various sustainability efforts at UCR. CE-CERT will have a booth at this Fair. Matt encouraged other BCOE departments/centers to consider participating in this Fair. For example, a water sustainability booth could be included which could highlight the efforts in CEE. Each booth costs \$500.

### **18. Future Meetings – Reza**

In an effort to free up time for BCOE Directors, future BCOE Chairs/Directors meetings will alternate between full meetings (including all Chairs and Directors) and Chairs-only meetings. The Chairs-only meetings will focus on academic issues and include BCOE academic program leaders. A schedule of these alternating meetings is attached to the agenda. BCOE staff members will be included in these meetings as needed. Reza noted that BCOE Directors can attend any of the Chairs-only meetings if they want.



# **Chairs' & Center Directors' Meeting**

## **September 30, 2011**

### **Agenda**

Engineering Building Unit II – Room 443

- |     |   |      |
|-----|---|------|
| 1.  | Welcome - Request for Agenda Items from the Floor | Reza |
| 2.  | Approval of Minutes from August 15, 2011 Meeting  | Pat  |
| 3.  | Characterization Facilities                       | Mark |
| 4.  | Graduate Education                                | Mark |
| 5.  | On-line Masters Program                           | Tom  |
| 6.  | Undergraduate Education                           | Ravi |
| 7.  | ABET/Dennis Rice                                  | Ravi |
| 8.  | Departmental Updates                              | All  |
| 9.  | Strategic Initiative                              | Reza |
| 10. | Faculty Recruitment Plan                          | Reza |
| 11. | UCI Faculty Salary Study                          | Reza |
| 12. | Workload Policy                                   | Pat  |
| 13. | Worker's Compensation Policy                      | Pat  |
| 14. | TA & UCOP Allocation                              | Pat  |
| 15. | Budget Reductions                                 | Pat  |
| 16. | UCOP Fee Assessment                               | Pat  |
| 17. | Global Climate Fair                               | Matt |
| 18. | Future Meetings                                   | Reza |
| 19. | Other Matters                                     |      |

The next scheduled meeting will be

**Monday – October 10, 2011 (Chairs Only)**

*Please note: Meetings will be held in EBU II – Room 443*

# TOTAL ENROLLMENTS

MAJOR	FR	SO	JR	SR	TOTAL
Bioengineering	87	61	114	67	329
Business Informatics	17	6	9	6	38
Chemical Engineering	59	56	55	51	221
Computer Engineering	103	36	64	36	239
Computer Science	103	47	75	62	287
Electrical Engineering	73	48	81	57	259
Environmental Engineering	52	28	49	30	159
Materials Science and Engineering	7	14	14	7	42
Mechanical Engineering	189	114	116	114	533
Pre-Engineering	25	1	0	0	26
Engineering (Prep)	4	3	9	0	16
Engineering (Undeclared)	9	7	11	1	28
<b>TOTAL</b>	<b>728</b>	<b>421</b>	<b>597</b>	<b>431</b>	<b>2177</b>

# BY CLASS STATUS

DEPARTMENT	FR	SO	JR	SR	Total
Bioengineering	87	61	114	67	329
Chem. & Env.	111	84	104	81	380
Comp. Sci.	172	71	116	86	445
Electrical Engr.	125	66	113	75	379
Mechanical Engr.	189	114	116	114	533

# INCOMING, FALL 2016

MAJOR	FR	TR	TOTAL
Bioengineering	78	8	86
Business Informatics	12	1	13
Chemical Engineering	44	13	57
Computer Engineering	73	7	80
Computer Science	76	6	82
Electrical Engineering	56	14	70
Environmental Engineering	40	4	44
Materials Science and Engineering	5	2	7
Mechanical Engineering	145	20	165
Pre-Engineering	25	0	25
<b>TOTAL</b>	<b>554</b>	<b>76</b>	<b>630</b>

## **New Campus Approach to Freshman Admissions**

In addition to revising the AIS calculation, the following will be in effect this year.

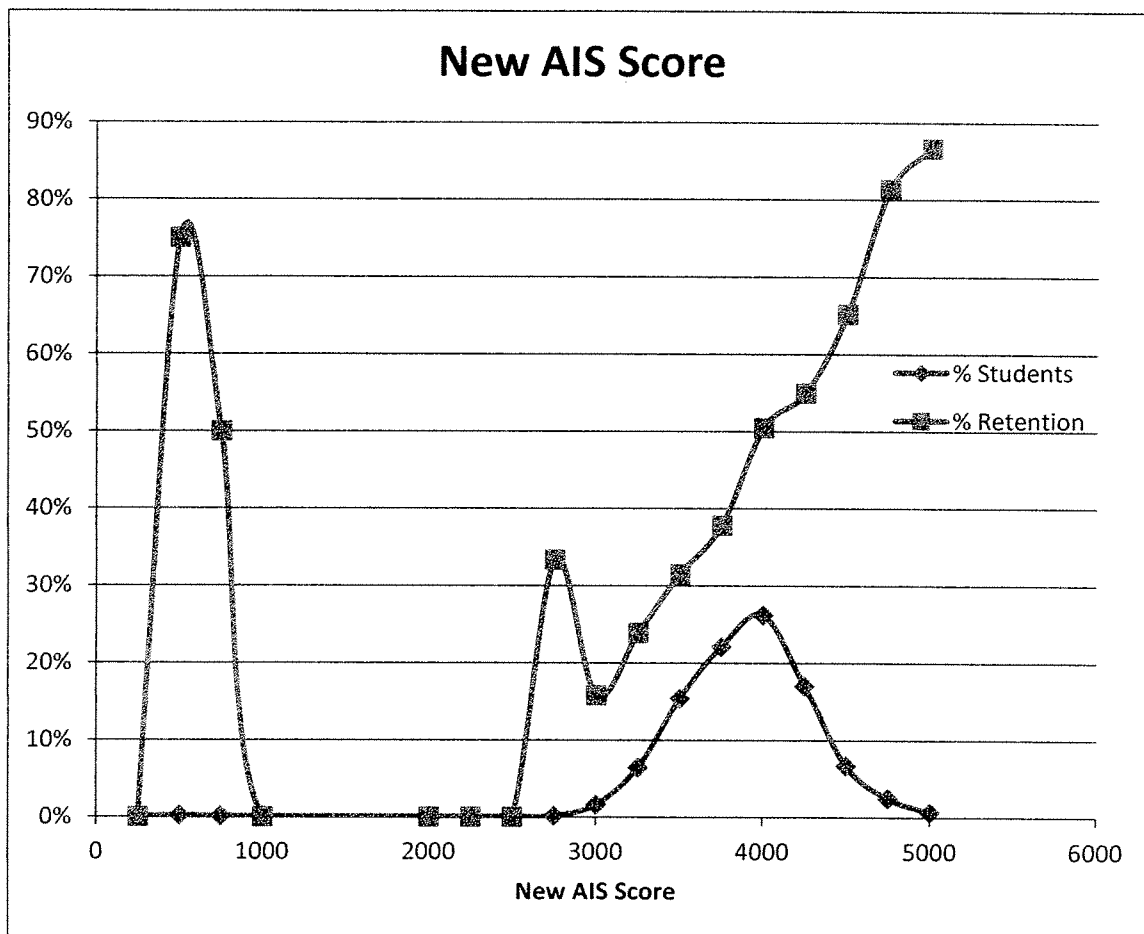
It is proposed that the following information be provided to prospective applicants to majors within the Bourns College of Engineering:

“Applicants to the Bourns College of Engineering should ensure strong preparation in Physics, Chemistry, and Mathematics. Their mastery of Mathematics should cover at least Pre-Calculus, but an advanced Placement course in Calculus is recommended. Applicants are strongly encouraged to provide evidence of adequate preparation by taking the SAT Math Subject exam, and either the Physics or Chemistry SAT Subject Exam, or the ACT Science Reasoning Test.”

The Undergraduate Admissions Committee proposes a plan that would empower CNAS and BCoE to form committees within their colleges to review a subset of freshman applications that have AIS scores below the AIS cut-off for the 2012 admissions cycle, and to make admissions decisions based on the criteria listed above. For this subset of applications the CNAS and BCoE committees may also, in making admissions decisions, consider the Math portion of the SAT reasoning Test.

## COHORTS 2003-2009

NEW AIS	% Students	% Retention
250	0.1%	0.0%
500	0.2%	75.0%
750	0.1%	50.0%
1000	0.0%	0.0%
2000	0.0%	0.0%
2250	0.0%	0.0%
2500	0.0%	0.0%
2750	0.1%	33.3%
3000	1.6%	15.8%
3250	6.4%	23.9%
3500	15.3%	31.5%
3750	22.1%	37.8%
4000	26.2%	50.5%
4250	17.0%	55.0%
4500	6.6%	65.2%
4750	2.4%	81.4%
5000	0.6%	86.7%





UC Berkeley 2009  
 28

Figure 2

Average (-SEM) Difference between the Annual Pay of a Faculty Woman and Her Predicted Pay Based on the Pay of the White Men in Her Unit with the Same Degree, Same Years of Experience and Same Years at UC  
 (excluding deans, campus central administration, acting titles, lecturers (P)SOE and using only base pay for associate deans, etc.; see methods)

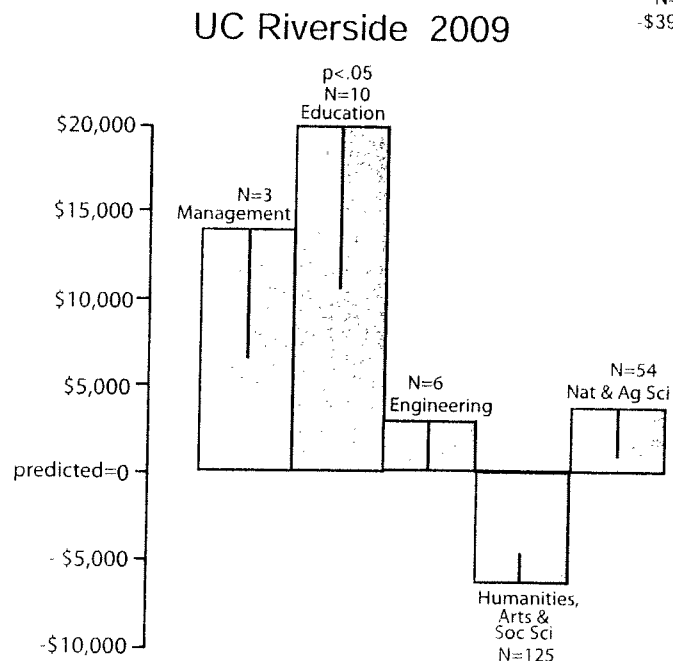
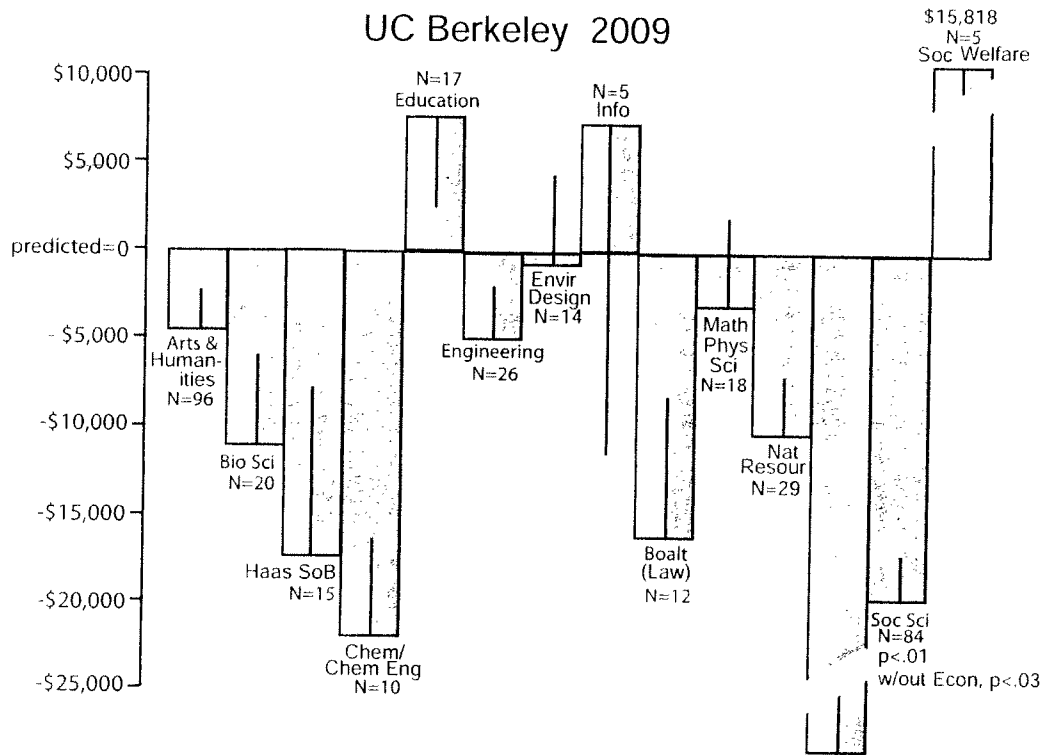
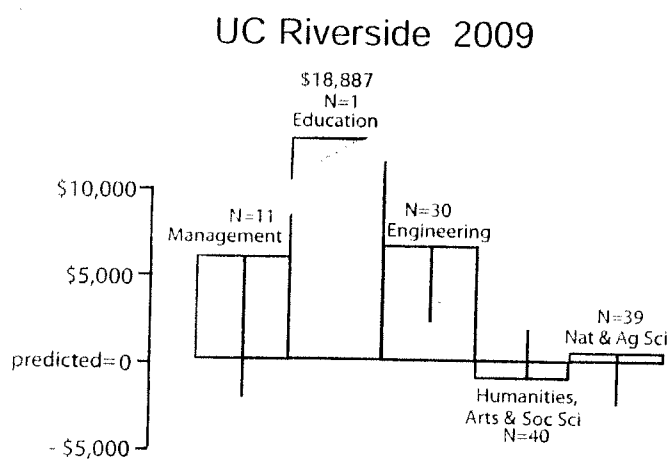
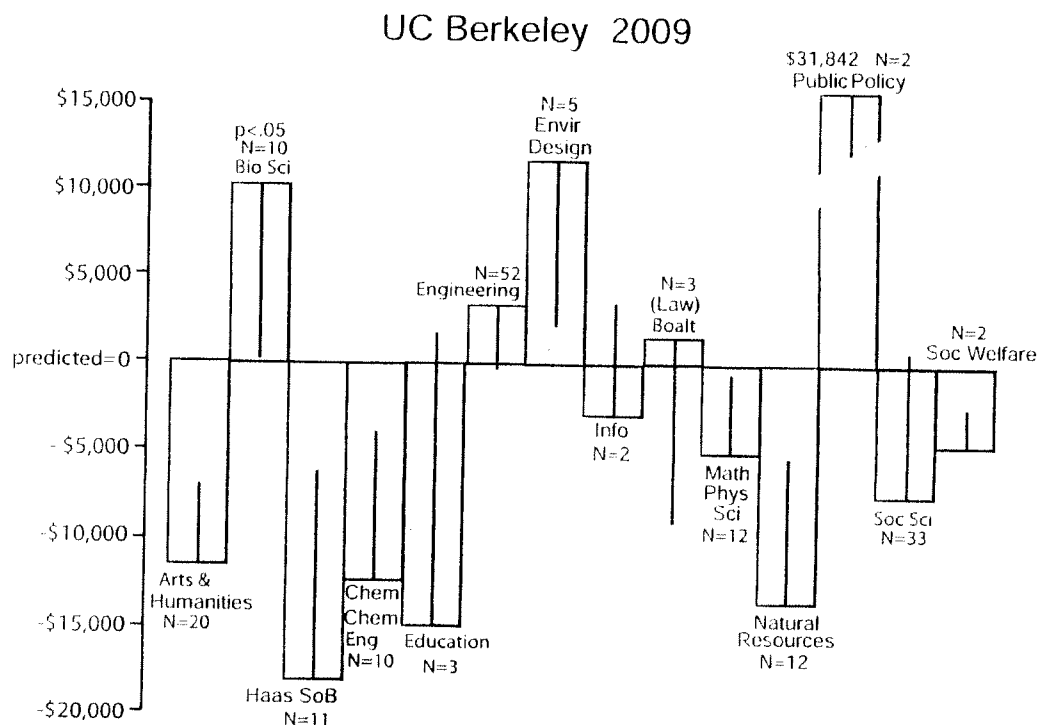


Figure 3

Average (-SEM) Difference between the Annual Pay of an AS, HI, BK or IN Man and His Predicted Pay Based on the Pay of the WH Men in His Unit with the Same Degree, Same Years of Experience and Same Years at UC

(excluding deans, campus central administration, acting titles, lecturers (P)SOE and using only base pay for associate deans, etc.; see methods)



**Fall 2011 BCOE Graduate Student Enrollment (Preliminary)**

Program	Enrolled			Including Filing Fee		
	MS	PhD	All	MS	PhD	All
BIEN	13	47	60	14	47	61
CEE	7	63	70	8	70	78
CPSC	35	119	154	41	134	175
ELEN	12	99	111	16	110	126
MCEN	15	40	55	18	43	61
MSE	5	17	22	6	18	24
BCOE	87	385	472	103	422	525

**Fall 2010 BCOE Graduate Student Enrollment**

Program	Enrolled			Including Filing Fee		
	MS	PhD	All	MS	PhD	All
BIEN	13	31	44	14	31	45
CEE	13	78	91	14	81	95
CPSC	34	108	142	43	111	154
ELEN	11	128	139	14	135	149
MCEN	12	42	54	14	44	58
MSE	0	11	11	0	11	11
BCOE	83	398	481	99	413	512

**Fall 2009 BCOE Graduate Student Enrollment**

Program	Enrolled			Including Filing Fee		
	MS	PhD	All	MS	PhD	All
BIEN	3	21	24	3	22	25
CEE	5	67	72	10	75	85
CPSC	31	121	152	34	128	162
ELEN	18	114	132	21	118	139
MCEN	10	45	55	12	48	60
MSE	0	0	0	0	0	0
BCOE	67	368	435	80	391	471

Date: September 29, 2011

To: DEPARTMENT CHAIRS, GRADUATE ADVISORS, GRADUATE ASSISTANTS, DEPARTMENT MSOs

From: Mark Matsumoto

Re: Fees for Domestic Applicants

For the past four cohorts, BCOE has encouraged domestic graduate student applicants by paying the application fee for them. This policy has resulted in more than doubling the domestic applicant pool from 184 for the 2008-09 cohort to 380 applicants for the 2011-12 cohort. However, it has also increased our costs from \$13,800 to \$30,400. At the current rate of increase, this policy is not sustainable.

The deadline for applicants seeking financial assistance is January 5. In looking at the statistics for the past four years, 90 percent of international applicants apply before that deadline. In contrast, only 67 percent of the domestic students apply before that deadline. This trend has been relatively constant over the past five years, even before the College covered the domestic applicant fees.

For the 2012-12 cohort, I am ***proposing that BCOE cover the application fee costs for domestic graduate student applicants that apply before the January 5 financial assistance consideration deadline.***

This change would hopefully encourage students to apply earlier and lower our costs by up to one third if current trends continue. A lot of students seem to apply late.

To do this, we would need to make this known on the website(s) and also change GradSIS so that it would require fees from domestic students after the deadline. I have discussed this possibility with Dean Childers and Vicki Long in the Graduate Division and they feel that this can be done. After a certain date, GradSIS would automatically inform domestic students that would need to submit their application fee.

Let me know what you think of the proposed policy and whether there might be some problems.

Cc: Dean Abbaschian  
Patrick Hartney

## **BCOE Faculty Instructional Workload, Course Buyout, and Salary Savings Policy**

### **Instructional Workload:**

A normal classroom teaching load in the College consists of four (4) courses per academic year; those not active in research will have a much higher course load. Deviations from the normal classroom load are reviewed by the College Dean's Office and require approval from the Dean of Engineering. Course relief for administrative responsibilities, graduate student supervision, and new faculty hires varies by department but may include the following:

- New hired faculty members may be given one quarter teaching relief the first year and/or up to tenure. New faculty may also delay teaching their graduate specialty course until a significant body of graduate students is established in their research specialty.
- Faculty with administrative responsibilities may be provided between one and two course relief as Department Chair and one course relief as Graduate Advisor. Center Directors, faculty members with split appointments, and faculty members with special administrative duties other than above may have a different agreement.
- Associate Deans are provided course relief consistent with the percent of their faculty appointment.
- At the discretion of the department chair, a faculty member may be given one course relief during the year if he/she has a total of 6 or more graduate students registered in the faculty member's supervised research courses (297 or 299) or graduate students funded as GSR's during the same fiscal year from the faculty member's contracts/grants. An additional course relief may be given for supervising exceptional number of graduate students (12 students or more) upon recommendation of the chair and approval by the Dean. Course relief generated by graduate student supervision can only be carried over one fiscal year.

Course relief during sabbatical leave is provided as follows:

In addition to releasing a faculty member from all other duties, a one-quarter sabbatical releases a faculty member from 1 course; a two-quarter sabbatical releases a faculty member from 3 courses; a three-quarter sabbatical releases a faculty member from 4 courses if the entire leave is taken during the same academic year. Quarters of leave for the purpose of calculating course relief, cannot be combined when leaves are split between two academic years.

An In-Residence Sabbatical Leave requires one regularly scheduled four-unit course be taught during each quarter of leave. Such courses do not include seminars, graduate student training courses, etc. Course relief provided for supervision of graduate students, administrative services, and/or course buyout cannot be counted toward an In-Residence Sabbatical Leave.

Course Relief provided for supervision of graduate students does not qualify as a course taught during the academic year when a faculty member is taking a one, two, or three-quarter sabbatical leave.

**Course Buyout:**

A faculty member may request from the Dean, via the Department/Program Chair, to buyout from teaching. The current teaching load for a research active faculty member is four courses per academic year; those not active in research will have a much higher teaching load. During the buyout period the faculty is expected to be on campus and participate in his/her service and research.

Buyout cost:

A faculty member can use external funding sources to buyout his/her academic year (AY) teaching load according to the following percentages:

One course: 10% of faculty member's AY salaries and benefits

Two courses: 25% of faculty member's AY salaries and benefits

Since teaching is an important part of a faculty member's academic responsibilities, formal class room teaching below two courses per AY will need to be justified and will need to be approved by the Dean. If approved, the Dean will determine the course buyout percentage due for these cases with input from the department Chair.

Funds generated by course buyouts will be distributed according to the following percentages:

50% to faculty member's department

50% to BCOE Dean's Office

These allocations are net of any additional course instruction (lecturer) costs resulting from the course buyout.

Buyouts will be an exception and will have to be supported by extramural funds. Initial complement funds may not be used. Reducing the teaching load below two courses per AY will be very rare.

**Salary Savings:**

In conformance with applicable UC and sponsor policies, a BCOE faculty member may wish to continue normal assigned teaching and service duties, but have a portion of his/her academic salary paid by extramural funding to reflect effort spent on the extramurally funded project. In such cases, BCOE will allocate 33% of the AY salary savings towards the faculty's contingency funds ("internal allocation account"). Funds in these "internal allocation accounts" can be used for any legitimate purpose that is consistent with UCR policies and procedures. These purposes include faculty summer salary, grad student support, travel, equipment and supplies, and seed projects. The contingency funds will continue as long as the faculty member has an appointment in BCOE. An additional 33% allocation of the salary savings will be given to the faculty member's BCOE department. Allocations will be given to the faculty member and department at the time that his/her AY salary is transferred to extramural funding sources. Departmental allocations can be used for any appropriate purpose without the consent or approval of the faculty member who generated the allocation. Departmental allocations are added to the department's operating budget and do not have end dates.

Initial Complement funds and faculty course buyouts cannot be used for any salary savings allocations.

## BCOE Initial Complement Policy

**Purpose:** Initial Complement funds are provided to new BCOE faculty members to assist them in establishing a productive, externally supported, research program. These funds are not to be considered as discretionary or unrestricted.

**Summer Salary:** If included in the Initial Complement Package, any summer salary must be used within the time period specified. For example, if two months of summer salary per year for two years is granted, any unused salary after the second year cannot be used for summer salary and will automatically be re-allocated to the Student Support category. As an alternative to IC summer salary, a new faculty member may be granted an Off-Scale salary. This alternative would be particularly appropriate for senior faculty who have on-going research programs that provide summer salary. This alternative provides the new faculty member with a higher base salary for summer salary calculations and lowers the cost of the Initial Complement package to BCOE.

**Student Support:** Expenses in this category include salary and benefits for graduate students in the Bourns College of Engineering and do not include salary for postdocs or other research personnel. Typically, support (including salary, benefits, NRT and fees) for two graduate students for the first two years of the faculty member's appointment will be provided. Student support funds can be spread over the three-year duration of initial complement funds. The department will assign these students with input from the faculty member.

**Other Personnel Support:** Expenses in this category include salary and benefits for postdocs or other research personnel.

**Equipment:** Items in this category need to be detailed in the Initial Complement Package and can include equipment maintenance and expendable supplies. Changes to the equipment list are acceptable as long as all items are directly related to the faculty member's research program. Title to all equipment purchased with IC funds remains with UCR. Any IC funds specifically included as lab equipment match cannot be used for any other purpose without approval by the Dean.

**Travel:** Allowable expenses in this category include research field trips and travel to conferences and research symposium by the faculty member and his/her grad students.

**Other Research Support:** Allowable expenses in this category include miscellaneous research expenditures, professional memberships, and subscriptions to research.

**Rebudgeting:** Approval from the Dean is needed for the following rebudgeting requests:

- increase Summer Salary funds
- decrease Student Support funds
- increase Travel funds

All other rebudgeting of Initial Complement funds is allowable.

**Duration:** Initial Complement funds are provided for a three year term. Any funds remaining at the end of the third year will revert to the BCOE Dean's Office.



## **Chairs' & Center Directors' Meeting Dates for 2011-12**

Please note: all meetings will take place on Mondays (Friday meetings are in RED) and will be held in Winston Chung Hall 443 - Noon to 2 p.m.

### **ALL**

**August 15**  
**September 30**  
**October 24**  
**November 21**  
**December 19**

### **2011**

#### **Chairs'**

**October 10**  
**November 7**  
**December 5**

### **2012**

### **ALL**

**January 27**  
**February 24**  
**March 19**  
**April 16**  
**May 14**  
**June 11**  
**July 9**

#### **Chairs'**

**January 9**  
**February 6**  
**March 5**  
**April 2**  
**April 30**  
**May 25**  
**June 25**  
**July 23**