

# **Chairs' & Program Leaders' Meeting Minutes**

**Date:** October 10, 2011 (12:00 to 2:00 pm)

**Location:** EBU II – Room 443

**Attendees:** Abbaschian, Reza  
Balandin, Alex  
Bhuyan, Laxmi  
Boretz, Mitch  
Farrell, Jay  
Hartney, Pat  
Kisailus, David (for Nosang Myung)  
Matsumoto, Mark  
Payne, Tom  
Ravi  
Rice, Dennis  
Rodgers, Victor  
Stahovich, Tom  
Tan, Sheldon (for Walid Najjar)

**Absent:** Myung, Nosang  
Najjar, Walid

The agenda for the meeting is shown in Appendix 1.

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

The following items were added to the agenda: UCOP Fee Assessment (Tom S.) and Faculty Negotiated Salary Program (Laxmi).

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

Since this is a Chairs' and Program Leaders' meeting, the minutes of the 9/30/11 Chairs and Directors meeting will be reviewed/approved at the next BCOE Chairs and Directors meeting on 10/28/11.

## **3. Departmental Updates**

BIEN is looking forward to moving into the new MS&E Building and recently held its annual faculty party. CEE has welcomed three new faculty members this year.

CSE had no updates.

Tom Payne had no updates concerning the On-Line MS Degree Program. The proposal is being reviewed at CCGA and the rates are being reviewed by UCR. Reza stated that Kambiz Vafai will be appointed as Director of this Program.

The MSE Program needs to appoint a new ABET Coordinator.

EE had no updates.

ME is welcoming its two new faculty members and had its first academic program meeting today.

#### **4. Undergraduate Enrollment - Ravi**

Ravi distributed a summary of Fall 2011 BCOE Freshmen Math Placements. This information indicates that about 30% of BCOE freshmen have been given credit for AP Math this year which is a significantly higher proportion than normal. About 62.5% of BCOE freshmen have been given credit for AP Math and Calculus which is higher than BCOE's previous norm of about 50%. However, about 11.4% of BCOE freshmen have low Math Placement (below Precalc) which is a similar percentage as previous years. English placement data is still being reviewed but it appears that about 50% of BCOE freshmen qualify for English 1A and about 50% need remedial English. Ravi reminded Chairs and Program Leaders that, starting this year, BCOE can now review SAT Math scores and other criteria for applicants with AIS scores below BCOE's cut-off. In response to a request, Ravi will report the composition of the new AIS calculation when he receives it from campus.

#### **5. Enrollment Planning – Ravi**

Ravi recommended that BCOE set its freshmen enrollment target lower than 600 for next year. BCOE could set its AIS cut-off to enroll 500 freshmen and then let individual programs review applicants below this cutoff to add more students. Ravi is uncertain if UC will be paying campuses for over-enrollments again this year so there may be no financial incentive to enroll a high number of freshmen. BCOE's continuing plan is to enroll more transfer students since they succeed at twice the rate as freshmen. Ravi reminded Chairs and Program Leaders that Pre-engineering students can transfer to a department as long as they are not dismissed. Ravi stated that this internal policy can be changed but it should be fair to Pre-engineers as compared to BCOE students already enrolled in a department. Ravi stressed that departments need to determine how many freshmen they want to admit this year. Ravi will request this information from BCOE academic programs soon. Tom P. noted that increasing tuition costs at UC may negatively impact enrollments at UCR so this should be taken into consideration when determining targets. Reza added that UC is discussing a Technology Fee that would be imposed on all UC engineering students. It's unclear whether any of the income from this fee would be given to UC engineering colleges and if so, whether campuses would substitute this fee income for regular budget support. Reza noted that it was recommended at the previous Chairs/Directors meeting that Alex meet with departments that are participating in the MSE Program to determine enrollment targets and recruitment plans, etc. Alex responded that Jennifer Morgan will be travelling to various community colleges to recruit for MSE (and BIEN) students.

#### **6. Graduate Enrollment - Mark**

Mark reported that next year's BCOE grad student target is about 140 which is the same number of grad students that BCOE admitted this year.

#### **7. Faculty Merit and Promotion Files - Mark**

Mark stated that CAP is more stringent this year concerning deadlines. Last minute submissions (particularly for accelerated merits, etc) may not be reviewed by CAP. He noted that the 9/30/11 deadline for submitting paperwork to the BCOE Academic Personnel Office has passed yet some faculty have not yet submitted their files.

In response to a question, Reza noted that he has not yet received approval to search for new BCOE faculty. He hopes to discuss this subject with the EVC/P on Thursday. It was suggested that departments prepare their recruitment plans and determine search committees in anticipation of approval to search. It was noted that other institutions advertise for faculty as early as possible by having generic search ads or they include caveats in the ads. Victor asked Reza to let him know if BIEN can search for new faculty as soon as possible after his Thursday meeting with the EVC/P.

## **8. ABET- Dennis**

Reza welcomed Dennis Rice back to BCOE and stated that he has been hired on a part-time basis to help BCOE Programs with their ABET Self Studies and site visit preparations. Dennis distributed a Global View of the ABET Schedule. A request for evaluation needs to be sent to ABET by the end of January 2012. BCOE Self-Studies need to be submitted to ABET by June 30, 2012 and the Site Visit will be in the Fall of 2012. Dennis will prepare detailed ABET schedules for each BCOE program and will schedule meetings with Program Chairs and ABET Coordinators. Dennis reminded participants the importance of obtaining feedback from alumni and advisory boards. He noted that only two BCOE programs list their advisory boards on their websites. Each program will need to provide evidence of feedback and changes made through advisory board meeting minutes, etc. It was noted that Javier Garay is no longer MSE's ABET Coordinator. Alex suggested that a lecturer be hired to work with him on preparing ABET documents for MSE's Self Study. Reza will meet with Alex to discuss this issue. It was noted that BCOE's Business Informatics program should also be accredited. Tom P. suggested that each BCOE program use EE's Senior Design evaluation form since this form covers several important ABET A-K criteria.

## **9. Other Matters**

UC Negotiated Faculty Salary Proposal: Reza stated that this proposal will be discussed at the 10/14/11 Dean's Council meeting. He noted that this proposal would help BCOE faculty but may not help faculty in other parts of UCR. He indicated that this proposal is similar to BCOE's Salary Savings Plan but allows a faculty member to receive more salary during the academic year. Laxmi noted that this proposal could be used to supplement faculty salaries for teaching courses in BCOE's On-line MS Degree Program. Concerns were raised about the possible need for sponsor approval.

UCOP Fee Assessment: Tom S. stated that this new policy will cause problems for gift funds, particularly those without adequate funds to cover this new fee. Pat responded that it will up to each BCOE department to determine if alternate sources of funding can be used to support this fee. For example, a faculty member could pay this fee (on gift fund expenditures) from his/her IC or IAA funding. Alternatively, the department could decide to pay this fee from a departmental fund. Pat confirmed that UC will be implementing this policy starting this year and that BCOE will need to cover its total fee. Reza commented that this policy could be an improvement over the previous method of funding UCOP but it is causing problems since little advance notice was provided to colleges and departments.



# **Chairs' & Program Leaders' Meeting**

**October 10, 2011**

## **Agenda**

Winston Chung Hall – Room 443

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|----|--|--------|
| 1. | Welcome - Request for Agenda Items from the Floor  | Reza   |
| 2. | Minutes from September 30, 2011 Meeting will be Approved at the next Chairs' & Center Directors' Meeting on October 28 <sup>th</sup> | Pat    |
| 3. | Department Updates   | Chairs |
| 4. | Undergraduate Enrollment   | Ravi   |
| 5. | Graduate Enrollment  | Mark   |
| 6. | Enrollment Planning  | Reza   |
| 7. | ABET   | Dennis |
| 8. | Faculty Merit & Promotion Files  | Mark   |
| 9. | Other Matters  |        |

The next scheduled meeting will be

**Friday – October 28, 2011**

*Please note: Meetings will be held in Winston Chung HallI – Room 443*

## Fall 2011 Freshmen Math Placements

Placement	% Freshmen
AP credit	29.5%
Comm. Col. Referral	10.2%
Math004	0.2%
Math008A	9.5%
Math008A or Math005	12.0%
Math008B	13.6%
Math008B or Math009A	19.3%
Math022	1.1%
(blank)	4.7%
Total	100.0%

Placement	% Freshmen
AP Credit	29.5%
Calculus	32.9%
Pre-Calc (-)	21.5%
Not even Precalc	1.3%
Comm. College	10.2%
Unknown	4.7%
Total	100.0%

62.4%

11.4%

## Global View of ABET Schedule

Activity/Milestones	2011				2012												2013											
	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	
Begin prep of Self-Study & Collection of student work samples																												
Request for Evaluation																												
Prepare &submit Self-Study																												
ABET selects chairs of evaluation teams																												
Societies select program evaluators																												
Campus visit																												
Draft statement received from ABET																												
Response to draft statement																												
Final statement produced																												
ABET decides accreditation actions																												
ABET notifies of final action																												
ABET posts accredited programs																												