

Chairs' & Program Leaders' Meeting Minutes

Date: January 27, 2012 (12:00 to 2:00 pm)

Location: EBU II – Room 443

Attendees: Abbaschian, Reza
Bhuyan, Laxmi
Boretz, Mitch
Farrell, Jay
Garay, Javier
Hartney, Pat
Matsumoto, Mark
Myung, Nosang
Ravi
Rodgers, Victor
Stahovich, Tom
Vafai, Kambiz

Absent: Najjar, Walid

The agenda for the meeting is shown in Appendix 1.

1. Welcome and call for agenda items – Reza

Reza welcomed Javier to the Chairs and Program Leaders meeting. Reza noted that Javier is looking after the MSE's academic program and facilities. Reza informed Javier that BCOE has two regularly scheduled meetings: one for all Chairs, Program Leaders and Center Directors and one for Chairs and Program Leaders only. These meetings normally alternate on a bi-weekly basis.

The following items were added to the agenda: Enrollment Tool Update (Tom S.) and Educational Opportunities (Mitch).

2. Faculty Recruitment - Chairs

CEE: 13 candidates have been selected in the areas of Water and Materials. Six interviews have already been scheduled. Javier is involved in the selection of the Materials candidates.

CSE: Nine candidates are on the shortlist. All interviews have been scheduled. CSE is moving forward on its proposed Target of Excellence (TOE) candidate.

ME: 14 candidates have been shortlisted in Energy/Materials and Robotics. All interviews have been scheduled.

EE: The department is waiting on the BCOE Academic Affairs Office to approve its shortlist before scheduling interviews. EE's application review process was delayed since each application needs to be

reviewed by at least two reviewers and EE's current search committee only has three members. EE will add more members to future faculty search committees.

3. Undergraduate Education – Ravi

Ravi noted that BCOE's first AIS score cutoff this year is 4,200. About 280-300 students are projected to enroll in BCOE from this 1st cutoff. In order to reach its incoming freshmen target of 500, BCOE will review applicants with AIS scores between 3,800 and 4,200. Ravi is forming a committee with representatives from each BCOE department to review these applications. The committee will pay particular attention to Advanced SAT scores and high school grades. Ravi expects this review to be completed by mid-February.

Ravi distributed projected enrollment figures for BCOE courses by department for Spring 2012, Fall 2012 and Winter 2013 quarters. He noted that these figures represent student course wishes and may not include the passing of prerequisite courses. To date, the student response rate is about 80%. This course enrollment planning tool will be modified to include only those courses being offered each quarter. He noted that the projections for Spring 2012 were the focus of the effort and are most accurate. Ravi will send electronic copies of these spreadsheets to the Chairs. The next major version of this tool will include suggested course plans for each student. Ravi expects this version to be available beginning the Fall 2012 quarter.

Tom S. provided a complementary course enrollment tool that includes pre-requisite course data. This enrollment prediction tool includes data on students currently eligible for each course and data on students currently enrolled in prerequisite courses. Tom will send the spreadsheet template to Chairs.

4. On-line MS Engr Degree Program – Kambiz

Kambiz noted that all four CCGA external reviews of BCOE's proposed On-line MS Engr Degree Program have been completed and responses have been submitted for each review. He expects CCGA to complete its review of BCOE's proposal during its February meeting. Pat added that the Program's Fee proposal is being sent to UCR's Budget Office for review/approval. This Fee proposal includes the names of five BIEN faculty members and four (un-named) Lecturers. Reza noted that we had hoped that AGSM would teach the four engineering management courses needed for the Program but it appears that AGSM will be too costly. As such, BCOE will pursue other options including developing its own engineering management courses. These courses would have to be submitted to the Academic Senate for approval. As such, each course would have to be proposed by a BCOE faculty member. Suggested courses include Engineering Management, Systems Engineering, Engineering Economics and Engineering Entrepreneurship. Kambiz will speak to each Chair about identifying BCOE faculty that could propose these courses. It was noted that MIT has all of its courses, syllabi, test questions, etc. on-line. This information could be helpful in developing BCOE's Engineering Management courses. Reza noted that after BIEN's Program is approved, he hopes that two On-Line MS specializations from BCOE departments can be added each year.

5. Graduate Education - Mark

Mark distributed a summary of FY 12/13 graduate applications to date by BCOE department. The number of BCOE graduate applications has increased by about 24% from last year. This increase represents most of the number of increased applications for all of UCR.

6. Educational Opportunities – Mitch

Mitch stated that UCR's internal deadline for IGERT proposals is February 1st. UCR can only submit one IGERT proposal (which is due in April). UCR is still awaiting a funding decision on last year's (Yates/Walker) IGERT proposal. If this proposal is declined, it might be re-submitted this year. Mitch is uncertain if there will be any IGERT proposals from BCOE this year.

Mitch noted that Nanotech Education in Engineering proposals are due in April. Proposals must have an Engineering PI and should be directed at curriculum development related to nanotechnology. A proposal was submitted in FY 08/09 by Nosang and Cal Poly Pomona but this proposal wasn't funded. Tom Stahovich, who has been a peer-reviewer for this program, noted that PIs should have publications in educational technology to have a successful proposal. Awards are about \$200K and can be used for student research, equipment, etc. Nosang will attempt to coordinate a proposal effort that will include faculty from MSE, CEE and ME.

7. TA Allocations – Pat

Pat distributed a summary of BCOE's FY 11/12 TA Allocations including supplements for MSE students with faculty mentors in BCOE departments. Also, Pat distributed a summary of BCOE's FY 11/12 UCOP GSR Allocations including similar MSE student supplements to departments. Pat commented that BCOE's current TA Allocation methodology was developed about 5 years ago with input from department chairs. The current methodology is weighted 75% for undergraduate workload FTE and 25% for incoming grad students. Based on comments from several Chairs, it seems an appropriate time to re-evaluate this allocation methodology. Pat distributed another version of the FY 11/12 TA Allocation summary including the following three possible options: 100% weighted for incoming grad students, 100% weighted for undergraduate workload FTE and a 50/50 split of these factors. Pat commented that there are other possible factors that could be considered. Pat added that BCOE receives a fixed amount of TA funding each year and this amount is not expected to increase significantly in the near future. As such, any TA funding increase to one department will have to be offset by decreases in funding to one or more other departments.

Laxmi noted that CSE generates a significant amount of undergraduate workload FTE from teaching service courses to non-BCOE students. He added that most of the TA funds generated by these service courses are needed by CSE to cover all the sections of these courses. Laxmi added that these service courses could be offered by other BCOE departments.

Jay distributed a comparison of BCOE departments by faculty headcount, undergrad and graduate enrollments, and numbers of (BCOE and service course) lab and lecture sections. Some of these factors could be used in a new TA allocation methodology. He commented that EE may have to delete lab sections for some of its courses (needed by BCOE students) due to lack of TA resources. He would prefer that any lab section reductions due to lack of TA resources in BCOE impact non-BCOE students instead of BCOE students. Jay next distributed a summary of commonly used courses to satisfy UCR breadth course regulations R6.2.1, R6.2.2 and R6.2.3. He noted that CS 5, 6 and 8 are the only BCOE courses on this list. It was noted that these regulations are out of date and should be updated to include other BCOE courses. Another option is to have BCOE courses cross-listed with other UCR departments but this would depend on agreements with these other departments. After discussion, Reza asked Pat to develop other TA allocation methodology options which will be discussed at future Chairs/Program Leader meetings. Any new TA allocation methodology will not impact FY 11/12 TA allocations. Lastly, Pat distributed a listing of FY 09/10 BCOE courses with assigned TAs that had enrollments less than 16. This information was distributed at a previous Chairs meeting and is for informational purposes only.



Chairs' & Program Leaders' Meeting

January 27, 2012

Agenda

Winston Chung Hall – Room 443

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| 1. | Welcome - Request for Agenda Items from the Floor | Reza |
| 2. | Faculty Recruitment | Chairs |
| 3. | Undergraduate Education | Ravi |
| 4. | Graduate Education | Mark |
| 5. | TA Allocations | Pat |
| 6. | Other Matters | |

Future meeting schedule

Monday – February 6, 2012 (all)

Friday – February 24, 2012 (Chairs/Program Leaders only)

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