

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

**Date:** April 20, 2012 (12:00 to 2:00 pm)

**Location:** EBU II – Room 443

**Attendees:** Abbaschian, Reza  
Bhuyan, Laxmi  
Boretz, Mitch  
Farrell, Jay  
Hartney, Pat  
Myung, Nosang  
Najjar, Walid  
Ravi  
Rodgers, Victor  
Stahovich, Tom  
Vafai, Kambiz

**Absent:** Garay, Javier  
Matsumoto, Mark

The agenda for the meeting is shown in Appendix 1.

### **1. Welcome and call for agenda items – Mark**

The following items were added to the agenda: Teaching Room Assignments (Tom S.) and TA Funding (Nosang).

### **2. Approval of Minutes**

The minutes of the 2/24/12 Chairs/Program Leaders Meeting were unanimously approved.

### **3. Department Updates**

EE: One faculty candidate has an offer and one more offer will be made shortly. EE's draft ABET Self-Study report will be finished next week.

CEE: The department had four NSF Student Fellowships (3 undergrads, 1 grad) this year. None of the three undergrad Fellowship awardees will be attending UCR. The percentage of grad student applicants that have accepted offers has declined from ~33% last year to ~25% this year. Most of this change is due to the higher quality of applicants, which means they have more choices. Two candidates have accepted faculty offers (both in Water). The department has recently finished interviews for its Energy faculty position.

CSE: The department's Advisory Board met two weeks ago. Three faculty offers have been declined so the department is interviewing five more candidates. A meeting will be held next week with the department's TOE candidate at which time he is expected to make a decision.

ME: The department's Materials/Energy candidate has given his verbal acceptance of the department's offer. An offer to a Robotics faculty candidate will be made soon.

BIEN: The department had two NSF Student Fellowships this year and had five last year. The course that helped generate these awardees is not yet approved. The department's faculty candidate is very interested in coming to UCR.

CE: The Program's ABET process is continuing. The Program will advertise its new MS program for next year. Walid will send a message to incoming CSE and EE grad students about the new MS degree in Computer Engineering. A proposal for a BS/MS degree program will be submitted to CEP. It is expected that this proposal will be quickly approved.

On-line MS Degree in Engineering: The Echo 360 equipment cost is about \$15K for the first year and ~\$2K/yr afterwards. There may be an advantage to purchase this equipment soon since the licensing fees will be increasing. The Program's Coordinating Committee has been formed. Its first meeting is scheduled for May 2<sup>nd</sup>. Two core courses have been submitted for approval; two more courses will be submitted soon. Reza stated that BCOE could add three more courses to these core courses and offer a MS in Engineering Management degree. It was noted that there is a national move towards technical management training and degrees. Ravi stated that UNEX is offering a post-baccalaureate degree certificate program that includes three BCOE courses (plus five SoBA courses). BCOE will receive higher course fees for participants in this program plus an \$8K per student premium.

#### **4. Undergraduate Education – Ravi**

Ravi reported that departmental course lists have been sent to UNEX for their international student program. He called attention to the summary of BCOE undergraduate admissions attached to the agenda. Acceptances are up 47% from last year. As such, BCOE will probably have more incoming freshmen than last year. However, it is expected that these students will be of higher quality. The deadline for student acceptances is May 1<sup>st</sup>. Transfer applications are up from last year but the deadline for acceptances is later in the year. Also, the numbers of applications from international students and out of state students have increased. There were seven applications for this year's BCOE Commencement student speaker. Reza noted that he is concerned with the earlier (5pm) start time of BCOE's Commencement due to the expected high temperatures in Riverside in early June. He has asked the campus to re-evaluate this early start time decision.

#### **5. Graduate Education - Reza**

Mark was unavailable for the meeting. Reza called attention to the latest summary of grad student offers, admits and acceptances attached to the agenda. This year's target is 167 incoming grad students. There are 76 accepts so far and 97 declines. Reza noted that we will need a larger pool of applicants next year since the yield is declining (due to higher quality applicants). Reza asked departments to make sure they recruit grad students for incoming faculty since each new faculty gets funding for two grad students for two years. In addition, a Water IGERT is coming and there is concern that we may not have enough grad students for this award. Also attached to the agenda is a financial summary of grad student offers. It was noted that departments need more funding from self-supporting MS students to help support TAs, etc. Reza summarized by noting that departments need to be more aggressive in their grad student recruitment efforts.

#### **6. ABET - Mitch**

Mitch noted that departmental Self-Studies are in better shape than the Self-Studies last time around (in 2006). However, the MSE Program Self-Study still needs a lot of work. Revised versions of these Self-Studies will be available in a couple of weeks. The ABET consultants provided comments and "punch lists" for each

program. These items have been posted on BCOE's ABET intranet site. CEE needs to find a PE (Professional Engineer) for its Environmental Engineering Program. MSE will need to have course evaluations for the service courses their students are taking in other BCOE departments. Reza noted that important points should be repeated in Self-Studies to emphasize these items and should include marketing points (high quality of program, etc). Also, details on how advisory board members are selected should be included along with an indication of how often these boards meet. Lastly, descriptions of lab safety efforts need to be included in the Self-Studies. Maggie will provide this input. Revised versions of the Self-Studies need to be sent to the ABET consultants by 6/6/12 so that they can respond in time for final revisions to be made before the reports are submitted to ABET by the end of June.

#### **7. Building Security - Maggie**

Maggie reported on various security issues in BCOE facilities including the theft of laptops and food and attempted break-ins. Some of the doors and locks in BCOE facilities are malfunctioning. Compounding the problem is that some doors are being propped open due either to door hardware problems or to the desire of students to have easy access/egress to offices and labs. UCPD and Physical Plant are working on solutions and the campus will be paying for a vulnerability assessment of BCOE facilities. In the meantime, Maggie asked the Chairs to ask their faculty, staff and students not to prop open doors and to report malfunctioning doors to Physical Plant as quickly as possible. Maggie will send suggested (door closure) signage to the departmental LSOs. This signage can be attached to appropriate doors.

#### **8. Other Matters**

Tom S. stated that an ME faculty member was assigned an inappropriate teaching room this quarter by the Registrar's Office. This room was a recital space with no blackboards, etc. Tom will send the details of this room assignment to Reza so that he can pursue it with the Registrar's Office.

Due to time constraints, the topic of TA Funding was postponed to the next meeting.



# Chairs' & Program Leaders' Meeting

**April 20, 2012**

## Agenda

Winston Chung Hall – Room 443

- |    |   |            |
|----|---|------------|
| 1. | Welcome - Request for Agenda Items from the Floor | Reza       |
| 2. | Approval of Minutes from March 26, 2012 Meeting   | Pat        |
| 3. | Department Updates                                | All        |
| 4. | Undergraduate Education                           | Ravi       |
| 5. | Graduate Education                                | Reza       |
| 6. | ABET  | Mitch      |
| 7. | Building Security                                 | Pat/Maggie |
| 8. | Other Matters                                     |            |

## Future meeting schedule

### Chairs' & Center Directors' Meetings

~~Friday, March 9, 2012~~

~~Monday, April 2, 2012~~

Monday, April 30, 2012

Friday, May 25, 2012

Monday, June 25, 2012

Monday, July 23, 2012

### Chairs' & Program Leaders' Meetings

Monday, March 19, 2012 (changed to 3/26)

Friday, April 20, 2012

Monday, May 14, 2012

Friday, June 15, 2012

Monday, July 9, 2012

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

04/20/12 COLLEGE OF ENGINEERING FRESHMEN

| MAJOR                             | APPLICANTS  |             | ADMITTED    |             | ACCEPTED   |            | % DIFF     |
|-----------------------------------|-------------|-------------|-------------|-------------|------------|------------|------------|
|                                   | 2012        | 2011        | 2012        | 2011        | 2012       | 2011       |            |
| Bioengineering                    | 315         | 333         | 387         | 382         | 56         | 37         | 51%        |
| Bioengineering BS + MS            | 227         | 215         | 68          | 53          | 2          | 1          | 100%       |
| Business Informatics              | 127         | 102         | 69          | 42          | 13         | 3          | 333%       |
| Chemical Engineering              | 290         | 283         | 285         | 260         | 42         | 15         | 180%       |
| Chemical Engineering BS + MS      | 73          | 80          | 11          | 19          | 0          | 2          | -100%      |
| Computer Engineering              | 436         | 346         | 358         | 276         | 42         | 41         | 2%         |
| Computer Engineering BS + MS      | 342         | 289         | 23          | 36          | 2          | 2          | 0%         |
| Computer Science                  | 590         | 388         | 426         | 344         | 50         | 31         | 61%        |
| Computer Science BS + MS          | 316         | 229         | 63          | 34          | 2          | 0          |            |
| Electrical Engineering            | 320         | 352         | 329         | 315         | 42         | 25         | 68%        |
| Electrical Engineering BS + MS    | 181         | 139         | 39          | 18          | 0          | 0          |            |
| Environmental Engineering         | 209         | 194         | 217         | 161         | 27         | 17         | 59%        |
| Environmental Engineering BS + MS | 101         | 89          | 12          | 9           | 2          | 1          | 100%       |
| Materials Science and Engineering | 75          | 123         | 61          | 100         | 10         | 0          |            |
| Mechanical Engineering            | 775         | 893         | 649         | 763         | 66         | 65         | 2%         |
| Mechanical Engineering BS + MS    | 356         | 326         | 36          | 31          | 1          | 3          | -67%       |
| <b>TOTAL FRESHMEN</b>             | <b>4733</b> | <b>4381</b> | <b>3034</b> | <b>2843</b> | <b>357</b> | <b>243</b> | <b>47%</b> |
|                                   | %DIFF 8.0%  |             | %DIFF 6.7%  |             | %DIFF      |            |            |

April 20, 2012: 2012-13 COHORT (TOTAL)

|      | Applicants |     |       | Targets |     |       | Admits |     |       | Accepts |     |       | Declines |     |       | Pending |     |       | In Process |     |       |
|------|------------|-----|-------|---------|-----|-------|--------|-----|-------|---------|-----|-------|----------|-----|-------|---------|-----|-------|------------|-----|-------|
|      | MS         | PHD | TOTAL | MS      | PHD | TOTAL | MS     | PHD | TOTAL | MS      | PHD | TOTAL | MS       | PHD | TOTAL | MS      | PHD | TOTAL | MS         | PHD | TOTAL |
| BIEN | 52         | 51  | 103   | 20      | 19  | 39    | 8      | 15  | 23    | 1       | 6   | 7     | 0        | 8   | 8     | 7       | 1   | 8     | 8          | 1   | 9     |
| CEE  | 64         | 128 | 192   | 3       | 14  | 17    | 13     | 38  | 51    | 1       | 8   | 9     | 4        | 25  | 29    | 8       | 5   | 13    | 2          | 3   | 5     |
| CPSC | 410        | 232 | 642   | 20      | 20  | 40    | 41     | 49  | 90    | 4       | 20  | 24    | 5        | 28  | 33    | 32      | 1   | 33    | 53         | 4   | 57    |
| ELEN | 355        | 284 | 639   | 15      | 15  | 30    | 16     | 36  | 52    | 7       | 17  | 24    | 1        | 15  | 16    | 8       | 4   | 12    | 8          | 10  | 18    |
| MSE  | 28         | 79  | 107   | 6       | 10  | 16    | 3      | 10  | 13    | 1       | 4   | 5     | 1        | 5   | 6     | 1       | 1   | 2     | 1          | 4   | 5     |
| MCEN | 80         | 67  | 147   | 13      | 12  | 25    | 10     | 7   | 17    | 3       | 4   | 7     | 3        | 2   | 5     | 4       | 1   | 5     | 2          | 8   | 10    |
| BCOE | 989        | 841 | 1830  | 77      | 90  | 167   | 91     | 155 | 246   | 17      | 59  | 76    | 14       | 83  | 97    | 60      | 13  | 73    | 74         | 30  | 104   |

April 20, 2012: 2012-13 COHORT (DOMESTIC)

|      | Applicants |     |       | Targets |     |       | Admits |     |       | Accepts |     |       | Declines |     |       | Pending |     |       | In Process |     |       |
|------|------------|-----|-------|---------|-----|-------|--------|-----|-------|---------|-----|-------|----------|-----|-------|---------|-----|-------|------------|-----|-------|
|      | MS         | PHD | TOTAL | MS      | PHD | TOTAL | MS     | PHD | TOTAL | MS      | PHD | TOTAL | MS       | PHD | TOTAL | MS      | PHD | TOTAL | MS         | PHD | TOTAL |
| BIEN | 34         | 30  | 64    | 18      | 16  | 34    | 8      | 14  | 22    | 1       | 6   | 7     | 0        | 7   | 7     | 7       | 1   | 8     | 8          | 0   | 8     |
| CEE  | 18         | 41  | 59    | 1       | 9   | 10    | 8      | 25  | 33    | 0       | 4   | 4     | 3        | 20  | 23    | 5       | 1   | 6     | 1          | 3   | 4     |
| CPSC | 49         | 42  | 91    | 5       | 12  | 17    | 23     | 21  | 44    | 4       | 12  | 16    | 3        | 8   | 11    | 16      | 1   | 17    | 1          | 1   | 2     |
| ELEN | 19         | 25  | 44    | 5       | 3   | 8     | 6      | 6   | 12    | 6       | 1   | 7     | 0        | 3   | 3     | 0       | 2   | 2     | 0          | 5   | 5     |
| MSE  | 7          | 14  | 21    | 2       | 3   | 5     | 3      | 4   | 7     | 1       | 0   | 1     | 1        | 4   | 5     | 1       | 0   | 1     | 1          | 1   | 2     |
| MCEN | 22         | 16  | 38    | 10      | 10  | 20    | 10     | 7   | 17    | 3       | 4   | 7     | 3        | 2   | 5     | 4       | 1   | 5     | 1          | 4   | 5     |
| BCOE | 149        | 168 | 317   | 41      | 53  | 94    | 58     | 77  | 135   | 15      | 27  | 42    | 10       | 44  | 54    | 33      | 6   | 39    | 12         | 14  | 26    |

April 20, 2012: 2012-13 COHORT (INTERNATIONAL)

|      | Applicants |     |       | Targets |     |       | Admits |     |       | Accepts |     |       | Declines |     |       | Pending |     |       | In Process |     |       |
|------|------------|-----|-------|---------|-----|-------|--------|-----|-------|---------|-----|-------|----------|-----|-------|---------|-----|-------|------------|-----|-------|
|      | MS         | PHD | TOTAL | MS      | PHD | TOTAL | MS     | PHD | TOTAL | MS      | PHD | TOTAL | MS       | PHD | TOTAL | MS      | PHD | TOTAL | MS         | PHD | TOTAL |
| BIEN | 18         | 21  | 39    | 2       | 3   | 5     | 0      | 1   | 1     | 0       | 0   | 0     | 0        | 1   | 1     | 0       | 0   | 0     | 0          | 1   | 1     |
| CEE  | 46         | 87  | 133   | 2       | 5   | 7     | 5      | 13  | 18    | 1       | 4   | 5     | 1        | 5   | 6     | 3       | 4   | 7     | 1          | 0   | 1     |
| CPSC | 361        | 190 | 551   | 15      | 8   | 23    | 18     | 28  | 46    | 0       | 8   | 8     | 2        | 20  | 22    | 16      | 0   | 16    | 52         | 3   | 55    |
| ELEN | 336        | 259 | 595   | 10      | 12  | 22    | 10     | 30  | 40    | 1       | 16  | 17    | 1        | 12  | 13    | 8       | 2   | 10    | 8          | 5   | 13    |
| MSE  | 21         | 65  | 86    | 4       | 7   | 11    | 0      | 6   | 6     | 0       | 0   | 4     | 0        | 1   | 1     | 0       | 1   | 1     | 0          | 3   | 3     |
| MCEN | 58         | 51  | 109   | 3       | 2   | 5     | 0      | 0   | 0     | 0       | 0   | 0     | 0        | 0   | 0     | 0       | 0   | 0     | 1          | 4   | 5     |
| BCOE | 840        | 673 | 1513  | 36      | 37  | 73    | 33     | 78  | 111   | 2       | 32  | 34    | 4        | 39  | 43    | 27      | 7   | 34    | 62         | 16  | 78    |

FINAL: 2011-12 COHORT

| Program | Applicants |     |       | Targets |     |       | Admits |     |       | Accepts |     |       | Declines |     |       | Pending |     |       | In Process |     |       |
|---------|------------|-----|-------|---------|-----|-------|--------|-----|-------|---------|-----|-------|----------|-----|-------|---------|-----|-------|------------|-----|-------|
|         | MS         | PHD | TOTAL | MS      | PHD | TOTAL | MS     | PHD | TOTAL | MS      | PHD | TOTAL | MS       | PHD | TOTAL | MS      | PHD | TOTAL | MS         | PHD | TOTAL |
| BIEN    | 69         | 60  | 129   | 20      | 15  | 35    | 31     | 28  | 59    | 13      | 16  | 29    | 18       | 12  | 30    | 0       | 0   | 0     | 0          | 0   | 0     |
| CEE     | 70         | 129 | 199   | 5       | 16  | 21    | 14     | 33  | 47    | 2       | 11  | 13    | 12       | 22  | 34    | 0       | 0   | 0     | 0          | 0   | 0     |
| CPSC    | 254        | 251 | 505   | 15      | 20  | 35    | 72     | 57  | 129   | 19      | 26  | 45    | 53       | 31  | 84    | 0       | 0   | 0     | 0          | 0   | 0     |
| ELEN    | 273        | 228 | 501   | 13      | 32  | 45    | 50     | 44  | 94    | 10      | 13  | 23    | 40       | 31  | 71    | 0       | 0   | 0     | 0          | 0   | 0     |
| MSE     | 33         | 67  | 100   | 4       | 8   | 12    | 9      | 14  | 23    | 4       | 8   | 12    | 5        | 6   | 11    | 0       | 0   | 0     | 0          | 0   | 0     |
| MCEN    | 77         | 59  | 136   | 15      | 10  | 25    | 19     | 9   | 28    | 8       | 7   | 15    | 11       | 2   | 13    | 0       | 0   | 0     | 0          | 0   | 0     |
| BCOE    | 776        | 794 | 1570  | 72      | 101 | 173   | 195    | 185 | 380   | 56      | 81  | 137   | 139      | 104 | 243   | 0       | 0   | 0     | 0          | 0   | 0     |

April 25, 2011: 2011-12 COHORT

|      | Applicants |     |       | Targets |     |       | Admits |     |       | Accepts |     |       | Declines |     |       | Pending |     |       | In Process |     |       |
|------|------------|-----|-------|---------|-----|-------|--------|-----|-------|---------|-----|-------|----------|-----|-------|---------|-----|-------|------------|-----|-------|
|      | MS         | PHD | TOTAL | MS      | PHD | TOTAL | MS     | PHD | TOTAL | MS      | PHD | TOTAL | MS       | PHD | TOTAL | MS      | PHD | TOTAL | MS         | PHD | TOTAL |
| BIEN | 54         | 52  | 106   | 20      | 15  | 35    | 6      | 14  | 20    | 0       | 5   | 5     | 3        | 7   | 10    | 3       | 2   | 5     | 7          | 9   | 16    |
| CEE  | 71         | 127 | 198   | 5       | 16  | 21    | 11     | 30  | 41    | 1       | 8   | 9     | 4        | 20  | 24    | 6       | 2   | 8     | 5          | 2   | 7     |
| CPSC | 249        | 252 | 501   | 15      | 20  | 35    | 62     | 51  | 113   | 7       | 22  | 29    | 10       | 27  | 37    | 45      | 2   | 47    | 5          | 1   | 6     |
| ELEN | 269        | 222 | 491   | 13      | 32  | 45    | 23     | 31  | 54    | 4       | 8   | 12    | 8        | 8   | 16    | 11      | 15  | 26    | 9          | 12  | 21    |
| MSE  | 31         | 64  | 95    | 4       | 8   | 12    | 8      | 8   | 16    | 3       | 3   | 6     | 2        | 4   | 6     | 3       | 1   | 4     | 1          | 2   | 3     |
| MCEN | 71         | 56  | 127   | 15      | 10  | 25    | 16     | 4   | 20    | 4       | 1   | 5     | 5        | 1   | 6     | 7       | 2   | 9     | 0          | 1   | 1     |
| BCOE | 745        | 773 | 1518  | 72      | 101 | 173   | 126    | 138 | 264   | 19      | 47  | 66    | 32       | 67  | 99    | 75      | 24  | 99    | 27         | 27  | 54    |

STATUS AS OF APRIL 20, 2012

| Program | Offers |     | In Process |     | Accepts |     | Target |     | CF\$ Avg Per Accept |          | CF\$ Deficit/Surplus |          | CF\$ Avg Per Offer |          | CF\$ Deficit/Surplus |          |
|---------|--------|-----|------------|-----|---------|-----|--------|-----|---------------------|----------|----------------------|----------|--------------------|----------|----------------------|----------|
|         | MS     | PhD | MS         | PhD | MS      | PhD | MS     | PhD | MS                  | PhD      | MS                   | PhD      | MS                 | PhD      | MS                   | PhD      |
| BIEN    | 9      | 15  | 7          | 1   | 1       | 6   | 20     | 19  | \$0                 | \$35,623 | \$3,000              | \$30,464 | \$0                | \$36,099 | \$27,000             | \$32,208 |
| CEE     | 15     | 40  | 2          | 1   | 1       | 8   | 3      | 14  | \$0                 | \$43,872 | \$3,000              | \$25,378 | \$545              | \$40,625 | \$27,000             | \$1,130  |
| CPSC    | 43     | 49  | 52         | 3   | 4       | 20  | 20     | 20  | \$6,978             | \$38,026 | \$15,912             | \$53,476 | \$2,204            | \$37,499 | \$30,264             | \$67,220 |
| ELEN    | 17     | 36  | 8          | 8   | 7       | 16  | 15     | 15  | \$4,587             | \$43,753 | \$11,108             | \$48,854 | \$2,007            | \$42,428 | \$15,892             | \$34,562 |
| MSE     | 3      | 10  | 1          | 4   | 1       | 4   | 6      | 10  | \$3,000             | \$55,905 | \$0                  | \$60,820 | \$3,000            | \$44,724 | \$0                  | \$20,120 |
| MCEN    | 10     | 8   | 1          | 7   | 3       | 4   | 13     | 12  | \$4,333             | \$38,286 | \$4,000              | \$9,658  | \$2,286            | \$30,628 | \$5,000              | \$50,358 |
| BCOE    | 97     | 158 | 71         | 24  | 17      | 58  | 77     | 90  | \$4,472             | \$41,415 | \$25,020             | \$41,454 | \$1,733            | \$41,073 | \$105,156            | \$27,256 |