

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

**Date:** May 4, 2012 (12:00 to 2:00 pm)

**Location:** WCH – Room 443

**Attendees:** Abbaschian, Reza  
Bhuyan, Laxmi  
Farrell, Jay  
Garay, Javier  
Haddon, Robert  
Hartney, Pat  
Myung, Nosang  
Najjar, Walid  
Ravi  
Rodgers, Victor  
Stahovich, Tom  
Vafai, Kambiz  
Wang, Albert

**Absent:** Barth, Matt  
Boretz, Mitch  
Bhanu, Bir  
Matsumoto, Mark  
Tan, Sheldon

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: Security (Pat) and Perm Budget Reductions (Laxmi).

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

The revised minutes of the April 2<sup>nd</sup> Chairs/Directors meeting were unanimously approved.

### **3. Department and Center Updates**

WCGEC: The EVC26 Conference is being held from Sunday through Tuesday at the LA Convention Center. Winston Chung Industries, including Balqon, will have exhibits at this Conference. WCGEC will have posters and a slide show on research projects. Several BCOE faculty and Reza are scheduled to attend the Conference. The first WCGEC full-day symposium is scheduled for May 21<sup>st</sup>. An expert on energy will be featured. Reza asked Chairs to encourage their faculty to participate in WCGEC efforts.

CEE: Two faculty offers have been accepted and an informal offer to a third candidate has been accepted. The Joe Norbeck Symposium is being organized. CEE's ABET Committee meets every Monday and expects to have a draft Self-Study by 5/7/12. A department retreat is being scheduled in August and a Board of Advisors meeting will be held in September 2012. CEE is looking for a Professional Engineer from a local company to participate in their Senior Design courses.

EE: One faculty offer has been accepted. A second candidate has until May 11<sup>th</sup> to accept an offer. The department's Board of Advisors meeting is scheduled for May 10<sup>th</sup>. EE's draft ABET Self-Study is nearing completion.

CS: Four faculty offers have been rejected. The department is interviewing a final candidate today. The Target of Excellence (TOE) candidate has decided to stay at his current organization. A top candidate for UCR's VCR position would have an appointment in CS. The CS and CE ABET Self-Studies are 90-99% complete. Reza asked departments to recognize the hard work of their ABET Coordinators after the ABET process has completed. Also, he commended the departments on their efforts to focus on top faculty candidates even if they eventually decline our offers.

CE: The Program's ABET Self-Study should be finalized soon.

BIEN: One faculty candidate has accepted an offer. The department's ABET Self-Study is going well. A draft Self-Study should be completed next week with the final document by June.

ME: An Energy/Materials faculty candidate has accepted an offer. The department won't make any more offers this year and expects to be able to carryforward its second opening to next year's search. ME had a stakeholder meeting yesterday for its ABET process. ME will revise its programmatic objectives based on feedback from this meeting. The department is on-track to finishing its ABET Self-Study on time.

CNSE: The preliminary draft plans for the MSE's Building's Clean Room includes an acceptable drainage plan for four bays. The cost of this project is unknown and may exceed the \$3M pledged by the Chancellor. It is estimated that this project will be completed by the end of 2013. The Joe Norbeck Symposium is scheduled on June 7<sup>th</sup> from 2-6pm. Ray Orbach will be a featured speaker.

UC Light: UC Light's Industrial Advisory Board meeting is scheduled for May 11<sup>th</sup> and will include highlights of on-going research. Reza noted that Linda Parker and Jun Wang recently traveled to China to meet with companies and former BCOE students.

MSE: The MSE Program Committee includes one representative from each participating department. Committee member duties include relaying MSE needs to departments and relaying departmental curriculum changes to MSE. Mitch provided significant help in drafting the MSE Program's ABET Self-Study. A first draft will be available by May 14<sup>th</sup>. The deadline for submission of MSE's ABET Self-Study will be met.

On-Line MS Engr Degree Program: The Program's Oversight Committee met on May 2<sup>nd</sup> and approved the Program's proposed core courses. These courses are being forwarded to UCR's Academic Senate Committee on Courses for review and approval.

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

Ravi noted the summary of undergraduate SIRs for 2012 attached to the agenda. This summary indicates that incoming BCOE freshmen total 700 which is 177 above BCOE's revised 523 target. This year's BCOE

freshmen yield increased to 23% from 14% last year. It was noted that UCI is using a waitlist this year so some of these SIRs may end up at UCI. BCOE's AIS threshold increased to 4,200 so BCOE's incoming freshmen should be of higher quality than previous years. BCOE will not have to accept any of its waitlisted students to meet its target. The number of BCOE transfer students is 49 so far and 100 are expected to enroll this year. The deadline for transfer student decisions is June 1<sup>st</sup>. The second table attached to the agenda compares SAT scores for 2011 and 2012 incoming BCOE freshmen. In response to a request, Ravi will provide this same SAT score information for the last five years. Also included on this table is a comparison of Ethnicity for incoming BCOE freshmen. The largest change was in the percentage of Chicano/Mexican American students (from 28% in 2011 to 22% in 2012). The third table attached to the agenda displays course selections by current BCOE students for Fall 2012. This data is 90% complete and should be 100% complete later today. It was noted by Chairs that some of the courses listed on the table are not being offered for Fall 2012. Ravi will look into why these courses are listed.

Lastly, Ravi stated that the BCOE Dean's Office will be paying for the 50 medals being given to BCOE Honors students at this year's Commencement ceremony. The campus had previously provided these medals to students at no cost but, due to budget cuts, decided to have the students pay for them this year.

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

Mark was unavailable for this meeting. Reza distributed the latest summary of BCOE grad student Admits, Accepts, Declines, Pending and In-Process. BCOE's target is 167 incoming grad students. There are 97 Accepts to date (vs 89 last year at this time). Reza believes that BCOE will meet its 167 target this year. Also, he noted that the number of applications increased to 1,836 this year compared to 1,570 last year. Reza also distributed a summary of financial offers to incoming grad students. It was noted that MSE has a projected \$20K deficit but Javier expects the final figure to be near zero.

### **6. Minimum Class Sizes - Pat**

Pat called attention to the memo from the EVCP attached to the agenda. This memo reminds Deans that UCR's minimum class sizes are: 12 for lower division courses, 8 for upper division courses and 4 for graduate courses. These minimums do not include independent study, research courses or thesis work. Exceptions can be granted for legitimate reasons such as if the course is required for degree completion or if the course is required for a degree and must be offered at a specified time in order to maintain a sequence of courses. Pat will be sending to the Chairs listings of their department's AY 11/12 courses with enrollment figures. Any courses that do not meet the above minimums will need to be designated as an independent study, research course, etc or otherwise justified as an exception. The Chairs discussed the possibility of putting all independent study students in one course per department under one faculty name to minimize the appearance of small class sizes for these courses.

Lastly, Ravi reminded Chairs that there is demand for some BCOE courses by UNEX foreign students. These foreign student enrollments would generate an additional revenue stream for departments. The initial demand of many of these students is for ME courses.

### **7. NSF IUCRC Program - Albert**

Albert stated that an NSF IUCRC Center Planning Workshop will be held on May 29-30 for BCOE's proposed Center. The NSF IUCRC Director will attend this Workshop. BCOE's proposed center will be focused on Integrated Design for Reliability for Electronics (iDRE). If approved, NSF provides funds for administrative support for five years. The actual research funding would have to be provided by the industrial members (@ \$30-50K/yr). We need to identify about 15 industrial members. Albert will send an announcement and promotional slides to the Chairs/Directors next week.

## **8. Commencement - Pat**

Pat reminded participants that BCOE's Commencement ceremony is scheduled for Monday, June 18<sup>th</sup> at 5:00pm. We were unsuccessful in convincing the campus to delay the start of BCOE's Commencement ceremony to its regular 6:00pm time. A Commencement rehearsal has been scheduled for June 15<sup>th</sup>. Faculty need to reserve their regalia by May 8<sup>th</sup>. This is a firm campus deadline this year. Reza added that Kyle Hoffman is leaving UCR to be the new VC for Development and Alumni Relations at UC Merced. He will start this position later in May.

## **9. Other Matters**

Security: Pat stated that the campus has hired an outside contractor, G4S, to undertake a vulnerability assessment of BCOE facilities. They are expected to start this study in mid-May and report their findings in mid-June. Physical Plant has been making improvements to the locks and doors in WCH and Bourns Hall.

Perm Budget Reductions: Laxmi proposed that the FY 11/12 Perm Budget Reduction calculation exclude TA funding since the Dean's Office has instructed departments not to cut these TA funds as part of their reduction strategies. Pat provided a comparison of the Perm Budget reductions to departments with and without these TA funds as part of the calculation. If these TA funds are excluded from the calculation, CS and ME Perm Budget reductions would decrease but the reductions to EE, CEE, BIEN and MSE would increase. The Chairs did not support changing the Perm Budget Reduction calculation methodology at this time. However, the Dean's Office will work with CS to try to develop appropriate reduction options.



# Chairs' & Center Directors' Meeting

**May 4, 2012**

## Agenda

Winston Chung Hall – Room 443

- |    |   |        |
|----|---|--------|
| 1. | Welcome - Request for Agenda Items from the Floor | Reza   |
| 2. | Approval of Minutes from April 2, 2012 Meeting    | Pat    |
| 3. | Department and Center Updates                     | All    |
| 4. | Undergraduate Education                           | Ravi   |
| 5. | Graduate Education                                | Mark   |
| 6. | Minimum Class Sizes                               | Pat    |
| 7. | NSF IUCRC Program                                 | Albert |
| 8. | Commencement – Registration/Regalia Ordering      | Pat    |
| 9. | Other Matters                                     |        |

**Future meeting schedule – all meetings to take place in WCH 443**

### 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~~

~~Friday, April 20, 2012~~

Monday, May 14, 2012

Friday, June 15, 2012

Monday, July 9, 2012

BCoE Major	Admits	SIRs	2012 Yield
Bioengineering	387	108	27.9%
Bioengineering BS + MS	68	5	7.4%
Business Informatics	69	16	23.2%
Chemical Engineering	286	71	24.8%
Chemical Engineering BS + MS	10	0	0.0%
Computer Engineering	359	83	23.1%
Computer Engineering BS + MS	23	3	13.0%
Computer Science	426	86	20.2%
Computer Science BS + MS	63	4	6.3%
Electrical Engineering	330	93	28.2%
Electrical Engineering BS + MS	39	2	5.1%
Environmental Engineering	218	49	22.5%
Environmental Engineering BS + MS	11	2	18.2%
Materials Science and Engineering	61	14	23.0%
Mechanical Engineering	651	162	24.9%
Mechanical Engineering BS + MS	36	2	5.6%
<b>Grand Total</b>	<b>3037</b>	<b>700</b>	<b>23.0%</b>

	Targets		Actual	
	Original	Revised	2012 SIRs	(-10% Melt)
BCoE Major				
Bioengineering	85	76	113	102
Electrical Engineering	60	54	95	86
Chemical Engineering	75	67	71	64
Environmental Engineering	75	67	51	46
Computer Science	65	58	90	81
Computer Engineering	65	58	86	77
Mechanical Engineering	120	108	164	148
Business Informatics	15	15	16	14
MSE	20	20	14	13
<b>Total</b>	<b>580</b>	<b>523</b>	<b>700</b>	<b>630</b>

College	Admits	SIRs	Yield
BCOE	3037	700	23.0%
CHASS	9609	2465	25.7%
CNAS	6359	1507	23.7%
<b>Grand Total</b>	<b>19005</b>	<b>4672</b>	<b>24.6%</b>

Major	SIR Count		Avg(SAT Total)		Avg(SAT Math)	
	2012	2011	2012	2011	2012	2011
BEBM	5	3	2012	1993	722	713
BIEN	108	93	1709	1712	608	615
BUNF	16	12	1743	1597	611	613
CEN	84	89	1696	1628	623	594
CHEN	71	51	1710	1624	611	602
CNBM	3	2	1877	2020	643	690
CSBM	4	0	2030	0	685	0
EEBM	2	0	1850	0	655	0
ELEN	93	69	1659	1652	612	609
ENBM	2	2	1975	1985	710	735
ENCS	86	94	1793	1712	655	613
ENEN	50	42	1658	1616	574	581
MCBM	2	2	2060	1575	660	540
MCEN	162	153	1723	1666	631	602
MSE	14	4	1754	1648	626	585
<b>Total</b>	<b>702</b>	<b>646</b>	<b>1720</b>	<b>1658</b>	<b>622</b>	<b>601</b>

Ethnicity	2012	2011
Black/Afro-American	4%	5%
Chicano/Mexican American	22%	28%
Chinese/Chinese-American	20%	19%
Decline to State	2%	2%
East Indian/Pakistani	6%	4%
Japanese/Japanese-American	2%	2%
Korean	5%	6%
Latino/Other Spanish-American	5%	8%
Native American	0%	0%
Other Asian	3%	3%
Philippino/Filipino	7%	5%
Vietnamese	7%	6%
White/Caucasian	15%	13%
	100%	100%

## Course Selections for Fall 2012

BIEN 110	73
BIEN 135	55
BIEN 155	54
BIEN 159	53
BIEN Tech. Elective	35
BIEN 10	15

CS 61	122
CS Tech. Elective	106
CS 141	93
CS 161L	71
CS 161	71
CS 10	68
CS 14	61
CS 100	61
CS 111	33
CS 11	33
CS 120A	32
CS 12	29
CS 122A	18
CS 179	13
CS 165	10
CS 166	2
CS Core	2
CS 153	1

EE 11A	142
EE 1A	142
EE 100A	93
EE Tech. Elective	74
EE 110A	68
EE 115	46
EE 141	42
EE 120A	24
EE 138	17
EE 1B	15
EE 128	4
EE 146	1

ME 114	146
ME 103	127
ME 18	126
ME 100A	118
ME 135	95
ME 175A	88
ME 170B	87
ME Tech. Elective	61
ME 175B	24
ME 156	8
ME 138	1
ME 10	1

CHE 114	89
CHE 110A	60
CHE 117	46
CHE Tech. Elective	45
CEE 135	43
CHE 160B	41
ENVE 171	37
ENVE 120	30
ENVE Tech. Elective	27
ENVE 160B	21
CEE 10	19
CHE 124	4
CHE 124L	4
ENVE 133	1

MSE 161	8
MSE 1	5
MSE Tech. Elective	4



May 4, 2012: 2012-13 COHORT (TOTAL)

	Applicants			Targets			Admits			Declines			Pending			In Process		
	MS	PHD	TOTAL	MS	PHD	TOTAL	MS	PHD	TOTAL	MS	PHD	TOTAL	MS	PHD	TOTAL	MS	PHD	TOTAL
BIEN	53	51	104	20	19	39	20	16	36	5	7	12	1	9	10	14	3	4
CEE	64	128	192	3	14	17	16	42	58	1	10	11	5	27	32	10	6	10
CPSC	411	231	642	20	20	40	84	51	135	7	22	29	10	28	38	67	20	20
ELEN	356	286	642	15	15	30	21	41	62	8	21	29	1	16	17	12	5	11
MSE	29	80	109	6	10	16	3	10	13	1	4	5	1	5	6	1	2	3
MCEN	80	67	147	13	12	25	11	10	21	5	6	11	3	3	6	3	7	9
BCOE	993	843	1836	77	90	167	155	170	325	27	70	97	21	88	109	107	37	57

May 4, 2012: 2012-13 COHORT (DOMESTIC)

	Applicants			Targets			Admits			Declines			Pending			In Process		
	MS	PHD	TOTAL	MS	PHD	TOTAL	MS	PHD	TOTAL	MS	PHD	TOTAL	MS	PHD	TOTAL	MS	PHD	TOTAL
BIEN	35	29	64	18	16	34	18	15	33	5	7	12	1	8	9	12	3	3
CEE	18	41	59	1	9	10	9	28	37	0	5	5	3	21	24	6	0	0
CPSC	50	41	91	5	12	17	24	21	45	6	12	18	3	8	11	15	3	3
ELEN	20	26	46	5	3	8	6	9	15	6	4	10	0	3	3	2	0	3
MSE	8	15	23	2	3	5	3	4	7	1	0	1	1	4	5	1	0	1
MCEN	22	16	38	10	10	20	10	8	18	4	5	9	3	3	6	3	1	4
BCOE	153	168	321	41	53	94	70	85	155	22	33	55	11	47	58	37	6	14

May 4, 2012: 2012-13 COHORT (INTERNATIONAL)

	Applicants			Targets			Admits			Declines			Pending			In Process		
	MS	PHD	TOTAL	MS	PHD	TOTAL	MS	PHD	TOTAL	MS	PHD	TOTAL	MS	PHD	TOTAL	MS	PHD	TOTAL
BIEN	18	22	40	2	3	5	2	1	3	0	0	0	1	1	2	0	1	1
CEE	46	87	133	2	5	7	7	14	21	1	5	6	2	6	8	4	7	10
CPSC	361	190	551	15	8	23	60	30	90	1	10	11	7	20	27	52	17	17
ELEN	336	260	596	10	12	22	15	32	47	2	17	19	1	13	14	12	5	8
MSE	21	65	86	4	7	11	0	6	6	0	4	4	0	1	1	0	2	2
MCEN	58	51	109	3	2	5	1	2	3	1	1	2	0	0	0	1	1	5
BCOE	840	675	1515	36	37	73	85	85	170	5	37	42	10	41	51	70	29	43

FINAL: 2011-12 COHORT

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

May 6, 2011: 2011-12 COHORT (TOTAL)

	Applicants			Targets			Admits			Declines			Pending			In Process		
	MS	PHD	TOTAL	MS	PHD	TOTAL	MS	PHD	TOTAL	MS	PHD	TOTAL	MS	PHD	TOTAL	MS	PHD	TOTAL
BIEN	58	54	112	20	15	35	13	18	31	2	8	10	4	7	11	7	1	1
CEE	70	128	198	5	16	21	14	32	46	2	8	10	5	20	25	7	4	3
CPSC	251	250	501	15	20	35	70	52	122	15	23	38	12	27	39	43	3	3
ELEN	270	223	493	13	32	45	40	35	75	5	11	16	9	9	18	26	4	6
MSE	32	63	95	4	8	12	9	8	17	4	4	8	2	4	6	3	1	4
MCEN	72	58	130	15	10	25	16	5	21	4	3	7	5	1	6	7	2	2
BCOE	753	776	1529	72	101	173	162	150	312	32	57	89	37	68	105	93	10	19

STATUS AS OF MAY 4, 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	20	16	3	1	5	7	20	19	\$0	\$35,385	\$15,000	\$37,208	\$0	\$35,385	\$57,000	\$37,208
CEE	16	42	6	4	1	10	3	14	\$0	(\$43,379)	\$3,000	(\$26,790)	\$545	\$40,022	\$27,000	\$10,164
CPSC	84	51	20	0	7	22	20	20	(\$3,987)	\$39,581	(\$6,912)	\$24,624	\$1,132	\$39,032	\$138,264	\$38,368
ELEN	21	41	5	6	8	21	15	15	(\$4,014)	\$39,686	(\$8,108)	\$21,284	\$1,605	\$39,277	\$27,892	\$35,576
MSE	3	10	1	2	1	4	6	10	\$3,000	(\$55,905)	\$0	(\$60,820)	\$3,000	(\$44,724)	\$0	(\$20,120)
MCEN	11	10	2	7	5	6	13	12	(\$3,200)	\$38,206	(\$1,000)	\$14,965	\$2,000	\$32,748	\$8,000	\$55,665
BCOE	155	170	37	20	27	70	77	90	\$2,927	\$40,550	\$1,980	\$10,471	\$1,199	\$38,787	\$216,156	\$156,861

Date: April 23, 2012

To: UCR Deans

Cc: Mary Gauvain, Chair of the Academic Senate

From: Dallas Rabenstein, Executive Vice Chancellor & Provost

Re: **University Policy on Minimum Class Sizes**

---

As you recall, we discussed the issue of minimum class sizes at the last Deans' Council meeting. This memorandum is a reminder about longstanding University of California policy in this area (a copy of UC President Hitch's 1973 letter to the Chancellors is attached). After conferring with colleagues at other UC campuses where this same policy is followed, the following are minimum class size requirements:

<i>Minimum class size for lower division courses:</i>	<i>12</i>
<i>Minimum class size for upper division courses:</i>	<i>8</i>
<i>Minimum class size for graduate courses:</i>	<i>4</i>

These policies do not apply to independent study, research courses, or thesis work. Exceptions are permissible, but should be approved at the Dean/Associate Dean level. Examples of permissible exceptions include:

- The course is required for the degree and cancellation would delay the graduation of seniors or graduate/professional students who wish to enroll.
- The course is required for the degree and it must be offered at a specified time in order to maintain a proper sequence of courses.

This University policy defines a set of minimum threshold requirements. Departments and the colleges/schools have discretion to set higher minimum class sizes, and are encouraged to do so as appropriate in order to deliver the curriculum to our students. Finally, in the case of a course that is below the aforementioned minimum requirements and that is not granted an exception, the department and the faculty member can still choose to offer the class, but they do so with the understanding that the course is not to count toward the faculty member's teaching load nor for purposes of departmental credit hours used in calculating resource allocations. Thank you.

March 14, 1973

CHANCELLORS

Gentlemen:

The following supersedes Vice President McCorkle's memoranda of June 9, 1971 and January 5, 1972 concerning the University's Policy on Minimum Class Size.

Minimum class enrollment norms are to be continued at each level of instruction, and exceptions to these norms are to be authorized only where the special justification clearly warrants the exception. Consultation with appropriate agencies of the Divisional Academic Senate on each campus in implementing the policy is essential.

The minimum enrollment norms are set at: Lower Division (12), Upper Division (8), and Graduate Division (4). In the event that enrollment in a class falls below this specified norm in two successive offerings the class should be conducted again with an enrollment below the norm only with your approval or the approval of your designee(s). Less frequent offering of the class may eliminate the need for such special consideration, and this alternative should be kept in mind. You will recall my memorandum of November 9, 1970 in which I did express the view that there must be an opportunity for every freshman to participate during at least one quarter of the academic year in a small group class directly taught by a faculty member in one of the professorial ranks. This is to be viewed, of course, as one part of our continuing efforts to improve the quality of undergraduate teaching and to provide additional attention to students in the lower division. A class in which enrollment falls below the norm established above may be continued where necessary to achieve this purpose.

Additional criteria which might justify conducting a class below minimum size are suggested below. Department chairmen may of course cite other evidence for special justification which in your discretion you may take into account.

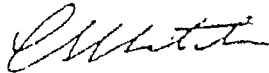
1. The course is required for graduation, and if the class were cancelled the date of graduation of students who wish to enroll in the course would be affected.
2. The course is required in a major program, and the class must be offered at a particular time in order to maintain proper sequence of courses.
3. The course (and/or the program of which it is a part) has been offered for only a short time, and has not yet developed to its full potential.

Chancellors  
March 14, 1973  
Page three

The Data System for Instructional Resources in the Office of the Vice President--Planning will attempt to provide campuses with a "course profile" which will indicate the dates each course is offered and will enable reports to be made of courses and classes which fall below the norms in two successive offerings. It will also provide the needed information on exemptions approved under the policy and on the reasons for each exemption.

We shall continue to review the general policy on minimum class size from time to time; I hope you will call to my attention any problems that may arise in connection with it. I am convinced, however, that in the interest of allocating resources in ways that will optimize the educational quality of the University we must continue to give attention to this problem. I ask your cooperation.

Yours sincerely,



Charles J. Hitch

cc: Members of the Academic Council  
Vice President McCorkle  
Vice President Johnson  
Vice President Kidner  
Vice President McGuire  
Vice President Taylor