

Chairs' & Center Directors' Meeting Minutes

Date: August 30, 2010 (12:00 to 2:00 pm)

Location: EBU II – Room 443

Attendees: Abbaschian, Reza
Balandin, Alex
Barth, Matt
Bhuyan, Laxmi
Boretz, Mitch
Davidson, Don
Haddon, Robert
Hartney, Pat
Lake, Roger
Matsumoto, Mark
Najjar, Walid
Parker, Linda
Payne, Tom
Schultz, Jerry
Stahovich, Tom
Walker, Sharon (for Yushan Yan)

Absent: Bhanu, Bir
Ravi
Tan, Sheldon
Yan, Yushan

The agenda for the meeting is shown in Appendix 1.

1. Welcome and call for agenda items - Reza

Reza welcomed everyone to the first Chairs/Directors meeting of FY 10/11. He noted that there is no FY 10/11 budget update available but that faculty/staff furloughs end this month. He expects to meet with the Chancellor soon to discuss BCOE faculty hires for FY 10/11. BCOE hired three new faculty last year and has added 25 faculty since 2005 (about 5 per year). 10 BCOE faculty were lost during the same period due to retirements, transfers to other institutions and to tenure decisions. Jerry noted that ASEE stated that Bioengineering is the fastest growing engineering program nationally.

The topics of BCOE departmental/center Strategic Plans and Semesters at UC were added to the agenda.

2. Approval of Minutes - Mitch

The minutes of the June 28th Chairs/Directors meeting were unanimously approved.

3. Undergraduate Enrollment Management - Reza

Ravi was unavailable for this meeting. Reza stated that BCOE has 850 entering freshmen this year compared to its target of about 600. The main reason for the increase is the lack of effective undergraduate enrollment at UCR. The initial impact of this large BCOE entering class will be in CHASS and CNAS. Enrollments in CHASS have decreased while CNAS' enrollments remained constant. The Chancellor will be forming a UCR Enrollment Management Group that will include undergraduate associate deans from academic units. Reza asked the Chairs how best to manage enrollment in BCOE. He will ask each department to determine how many students it should have and what credentials these students should possess. He reminded the group that one-third of BCOE's students leave after the 1st or 2nd quarter (before their Engineering courses). He suggested that BCOE should develop a flexible enrollment process to meet its annual target. Sharon noted that student diversity may be impacted if requirements are set too rigidly. Reza noted that African American students do better at UCR than Caucasian students.

4. Fall 2012 Admissions - Reza

Reza stated that UC applications will have to go through a "Comprehensive Review" process starting with the Fall 2012 incoming class. Comprehensive Review takes into consideration factors other than GPA and test scores (i.e., socio-economic factors, etc). UCB and UCLA already use this process but they have not increased their diversity. When implemented, each BCOE department may need to review all of its BCOE undergraduate applications.

5. Graduate Education - Mark

Reza mentioned that Mark will be back full-time in October since UC Merced's School of Engineering has selected a new Dean. Mark stated that he is waiting for FY 10/11 grad student targets from departments. Mark is asking departments to coordinate their grad student recruitment activities so that one BCOE representative can take materials from all grad programs to recruitment events and sites. He noted that the Fall 2010 SACNAS Conference will be held in Anaheim. All BCOE grad assistants will attend this event. There will be tours of UCR for SACNAS participants. Mark asked if BCOE should again cover application fees for domestic student applicants. After discussion, it was agreed that BCOE should continue to cover these fees for FY 10/11.

Mark distributed a summary of FY 09/10 grad student applications, admits and acceptances. He noted that there will be 165 incoming BCOE grad students this year compared to a target of 150. Mark noted that the number of incoming domestic grad students has increased from 42 to 85 this year. For the first time in BCOE's history, there will be more incoming domestic students than incoming international students. BCOE had more grad student applications than either CHASS or CNAS last year. Mark expects the central fellowship amounts available for FY 10/11 to be similar as last year. Reza noted that BIEN and CEE did excellent jobs in increasing the number of domestic students. He mentioned that we need to continue to increase the pool of grad student applicants (to increase our selectivity). Mark noted that EE is able to recruit excellent grad students from Walla Walla University due to personal contacts. Reza encouraged all BCOE departments to develop these types of contacts at other institutions.

6. MSE Teaching Schedules - Alex

Alex stated that Fall 2010 MSE courses are covered but there are some issues covering MSE courses in Winter and Spring 2011. Also, he mentioned that some MSE grad courses are being covered by CNAS for now. Reza asked Alex to meet with department chairs to discuss MSE course assignments.

7. Departmental Updates

BIEN: Jerry reported that their new faculty member will start in January 2011. Her research area is in materials and ceramics and she is already preparing a joint proposal with Masaru Rau.

MS ENGR: Tom P. stated that his responses to the Grad Council's questions/concerns should be discussed at the Council's first AY 10/11 meeting which will probably occur in late September.

CSE: Laxmi mentioned that the department's new faculty member will help replace the three CSE faculty in distributed systems that have departed UCR.

CE-CERT: Matt stated that CE-CERT has two new Research Faculty members. Dennis Fitz has announced his retirement so CE-CERT will need hire a new Deputy Director within the next 6-12 months.

MSE: Alex reported that MSE has eight incoming grad students.

CE: Walid stated that the proposal for an MS in Computer Engineering is being reviewed by the Grad Council.

CEE: No news to report.

EE: Roger stated that EE is finally fully staffed. Albert Wang is back from China and will be working with EE's new Grad Assistant, Adrienne Thomas, on grad student recruitment efforts.

CNSE: Robert reported that the Physics department had two good candidates for its 3D Electronics position but the department turned them both down. Reza thanked Robert for agreeing to take charge of the new Clean Room in the MS&E Building. It will take \$30M to equip this new Room. Robert has requested \$1M from the EVCP so that the space can be used for Professor Rau's new Etcher.

ME: Tom S. stated that their new faculty member will be here starting 8/31/10. The department is short two staff (Grad Assistant and Machinist).

UC Light: In response to a request from Daniel Xu, who was unable to attend, Linda reported that the annual allocation (\$664K) for UC Light is in process. Also, Intel will be providing \$145K and Sutter Health has offered use of its hospital as a test environment. Ten members have been appointed to UC Light's Advisory Board and there are five more potential members. Linda is asking each member to help develop funding opportunities.

8. International Resources - Reza

Reza circulated screen shots of UCR's new International Resources website (<http://www.ucr.edu/international/>). This website includes MOU templates (<http://mou.extension.ucr.edu/moumenu.php>) and a list of existing International MOUs. If International MOUs do not need UCR resources, they don't need to be processed through UCR and can be signed by the department and Dean. Reza will send a link to this website to participants.

9. ABET (Engineering Ethics Training) - Reza

Reza circulated copies of a video and book from ABET on ethics. On a related topic, Mitch mentioned that NSF's research ethics training requirement still needs to be met by UCR researchers. UC is working on an on-line research ethics training program. When available, this on-line system will meet the NSF's minimum requirement, but we expect that NSF soon will evaluate the quality of ethics training as a criterion in its funding decisions. Departments should add ethics topics to their symposia series, and individual investigators should have discussions of ethics in their group meetings. Reza distributed video and printed resources on engineering ethics and research ethics. Mitch said he has a list of many more free resources, and that UCR's library subscribes to the *Journal of Engineering Ethics*.

Mitch asked if BCOE should hire a consultant again to review its ABET materials in Spring 2011. This consultant could also discuss changes to the ABET Review process since BCOE's last Review. Reza agreed that hiring a consultant would be a good idea. BCOE will need to develop its ABET self statement between January and June 2012. Mitch reminded the group that he is not responsible for writing this self statement and that it needs to be put together by the individual programs. BCOE's next scheduled ABET Review will begin with self-statements due July 1, 2012, site visits in Fall 2012, follow-up questions and answers in the winter of 2012-13, and a final decision by July 2013. Bioengineering will be up for accreditation for the first time.

10. Inland Empire Tech Week - Mitch

Mitch stated that this year's Inland Empire Tech Week is scheduled to begin on 10/10/10 with events throughout the region. On 10/14/10 at CSU San Bernardino (CSUSB), UCR, CSUSB and the Claremont Colleges will have (45 minute each) opportunities to present research programs that should be of interest to industry. Mitch suggests that BCOE provide three 15-minute presentations. Likely programs include UC Light, SC Rise. After discussion, it was suggested that BCOE's program on Security and Surveillance also be included.

11. Other Matters

Strategic Plans: Reza noted that he's received all but one BCOE Strategic Plan from departments and centers. He will send electronic copies of all these plans to Chairs/Directors soon. The next Chairs/Directors meeting will include a one-hour discussion of these Strategic Plans.

Reza stated that he will be sending a message to BCOE faculty asking for input on current and future space needs. Future space needs should be up to 2015 (when EBUIII is expected to be completed). After receipt of this input, he will discuss these needs with the Chairs. This information will lead to a BCOE Strategic Space Plan. By 2015, BCOE hopes to have 2,500 undergrads, 800 grad students and 150 faculty.

Semesters: Reza stated that one of the recommendations from UC's Committee on the Future is for all UC campuses to go to semesters. This will need to be discussed with all UC faculty and will need to be approved by the Regents. He believes that there is some resistance to this idea from UCR faculty. If approved, semesters would be implemented in 2015.

Lastly, Linda mentioned that the signing of the MOU with the Naval Surface Weapons Center (NSWC) is scheduled for 10/6/10 in Norco. Linda is asking that as many BCOE faculty attend as possible. However, only US citizens will be able to attend this ceremony. This MOU will give BCOE "preferred contractor" status with NSWC and make it easier for them to issue contract awards to BCOE faculty.



Chairs' & Center Directors' Meeting

August 30, 2010

Agenda

Engineering Building Unit II – Room 443

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| 1. | Welcome - Request for Agenda Items from the Floor | Reza |
| 2. | Approval of Minutes from June 28, 2010 Meeting | Pat |
| 3. | Undergraduate Enrollment Management | Ravi |
| 4. | Fall 2012 Admissions | Ravi |
| 5. | Graduate Education | Mark |
| 6. | MSE Teaching Schedules | Alex |
| 7. | Departmental Updates | Chairs/Center Directors |
| 8. | International Resources | Circulation |
| 9. | ABET (Engineering Ethics Training) | Circulation |
| 10. | Inland Empire Tech Week | Mitch |
| 11. | Update on UC Light | Linda |
| 12. | Other Matters | |

The next scheduled meeting will be

Monday – September 20, 2010

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

Department	LastName	FirstName	UCR Hire Dates	Fiscal Year Affected	Hire Title
ME	Dames	Christopher	7/1/2006	06/07	Asst. Professor
ME	Jung	Hee Jung	9/1/2006	06/07	Asst. Professor
ME/MSE	Rao	Masaru	1/1/2009	08/09	Assistant Professor
ME/MSE	Mangolini	Lorenzo	7/1/2010	10/11	Assistant Professor
EE	Abdollahi	Afshin	7/1/2006	06/07	Assistant Professor
EE	Khizroev	Sakhrat	7/1/2006	06/07	Associate Professor
EE/MSE	Haberer	Elaine	7/1/2008	07/08	Assistant Professor
EE	Wang	Albert	7/1/2007	07/08	Professor
EE	Mourikis	Anastasios	7/1/2008	08/09	Assistant Professor
CSE	Gupta	Rajiv	7/1/2007	07/08	Professor
CSE	Neamtiu	Iulian	7/1/2008	08/09	Assistant Professor
CSE	Brisk	Philip	7/1/2009	09/10	Assistant Professor
CSE	Mady	Harsha	7/1/2010	10/11	Assistant Professor
CEE	Wyman	Charles	7/1/2005	05/06	Professor
CEE	Cwiertny	David	7/1/2007	07/08	Assistant Professor
CEE/MSE	Kisailus	David	7/1/2007	07/08	Assistant Professor
CEE	Asa-Awuku	Akua	7/1/2008	08/09	Assistant Professor
BIEN	Liao	Jiayu	1/1/2006	05/06	Assistant Professor
BIEN	Rodgers	Victor	1/1/2006	05/06	Professor
BIEN	Vullev	Valentine	1/1/2006	05/06	Assistant Professor
BIEN	Anvari	Bahman	7/1/2006	06/07	Professor
BIEN	Morikis	Dimitrios	7/1/2006	06/07	Professor
BIEN	Lyubovitsky	Julia	7/1/2007	07/08	Assistant Professor
BIEN	Park	Boris Hyle	1/1/2009	08/09	Assistant Professor
BIEN/MSE	Liu	Huinan	1/1/2011	10/11	Assistant Professor

2010-11 BCOE GRADUATE RECRUITMENT TARGETS
2010-11 CAMPUS TARGETS

Dept	M.S.	Ph.D.	Total	Accepts	% of Target	College	Total	To Date	% of Target
BIEN	5	15	20	23	115.0%	BCOE	150	165	110.0%
CEE	3	17	20	35	175.0%	CHASS	142	165	116.2%
CSE	20	25	45	44	97.8%	CNAS	208	194	93.3%
EE	13	32	45	39	86.7%	DBS	4	5	125.0%
MSE	2	6	8	8	100.0%	GSOE	16	73	NR
ME	4	8	12	16	133.3%	AGSM	100	65	65.0%
Subtotal	47	103	150	165	110.0%	Subtotal	504	529	105.0%

Graduate Division Data as of August 24, 2010

International Students									
Program	Apps			Admits			Accepts		
	2008	2009	2010	2008	2009	2010	2008	2009	2010
BIEN	27	28	28	8	1	1	5	1	1
CEE	85	115	129	28	32	34	14	17	13
CS	407	444	347	93	87	77	36	31	28
EE	424	430	348	97	61	61	38	32	27
MSE	NA	NA	53	NA	NA	11	NA	NA	6
ME	93	67	75	21	8	8	12	2	5
Total	1036	1084	980	247	189	192	105	83	80

Domestic Students									
Program	Apps			Admits			Accepts		
	2008	2009	2010	2008	2009	2010	2008	2009	2010
BIEN	34	40	70	15	14	41	6	3	22
CEE	31	25	66	22	14	42	10	5	22
CS	46	53	72	28	33	36	19	15	16
EE	45	44	69	22	23	27	14	10	12
MSE	NA	NA	12	NA	NA	7	NA	NA	2
ME	27	23	32	11	13	17	6	9	11
Total	183	185	321	98	97	170	55	42	85

Total Students									
Program	Apps			Admits			Accepts		
	2008	2009	2010	2008	2009	2010	2008	2009	2010
BIEN	61	68	98	23	15	42	11	4	23
CEE	116	140	195	50	46	76	24	22	35
CS	453	497	419	121	120	113	55	46	44
EE	469	474	417	119	84	88	52	42	39
MSE	NA	NA	65	NA	NA	18	NA	NA	8
ME	120	90	107	32	21	25	18	11	16
Total	1219	1269	1301	345	286	362	160	125	165

Unit	Apps		Admits		Accepts		One Year Percent Change		
	2009	2010	2009	2010	2009	2010	Apps	Admits	Accepts
BCOE	1269	1301	286	362	125	165	2.5%	26.6%	32.0%
CHASS	1306	1151	373	273	223	165	-11.9%	-26.8%	-26.0%
CNAS	1461	1256	358	416	166	194	-14.0%	16.2%	16.9%
DBS	48	52	10	11	4	5	8.3%	10.0%	25.0%
AGSM	509	324	184	141	77	65	-36.3%	-23.4%	-15.6%
GSOE	219	158	103	96	75	73	-27.9%	-6.8%	-2.7%
Total	4812	4242	1314	1299	670	667	-11.8%	-1.1%	-0.4%