

Chairs' & Center Directors' Meeting Minutes

Date: December 13, 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
Ravi
Rodgers, Victor (for Jerry Schultz)
Stahovich, Tom
Wu, Jianzhong (for Yushan Yan)
Xu, Daniel

Absent: Bhanu, Bir
Schultz, Jerry
Yan, Yushan

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: New NSF Proposal Requirements (Mitch) and draft BCOE Equipment Transfer Policy (Pat).

Reza mentioned that he missed last week's Staff Appreciation Luncheon due to a fundraising trip. He presented a three-part proposal to a potential Chinese donor who responded favorably. If funded, it will be the largest donation ever received at UCR. The donor's company makes the batteries for electric RVs that cost \$1M each. In addition, the donor is considering funding a research project proposed by David Kisailus. Reza stated that the proposal to establish the Poonian Chair in Computer Science is being reviewed by the Academic Senate. Funding for this Chair started several years ago with a \$250K donation that needed to be matched with \$750K from other sources. Although the total amount of funding has not yet reached \$1M, the campus and donors have agreed that the Chair can now be established.

Reza mentioned that two EVCP candidates are visiting UCR and requested Chairs to encourage their faculty to send comments about these candidates to the EVCP.

2. Approval of Minutes - Pat

The minutes of the November 15th Chairs/Directors meeting were unanimously approved.

that departments could use for classroom instruction. Reza responded that these best practices will vary significantly among disciplines. It was noted that graduate fellowships in CNAS include some classroom instruction responsibilities. Mark responded that reader responsibilities should be able to be assigned as part of grad student fellowships but he will check with the Grad Division. Ravi reminded Chairs that increasing BCOE undergrads won't significantly increase BCOE's undergrad workload FTE (and therefore TA FTE allocated to BCOE). This is why he is recommending BCOE departments to offer service courses for CHASS and CNAS students. CSE has been offering such service courses for several years. Also, Ravi suggested that BCOE departments consider participating in a college-wide Intro to Engineering course for freshmen instead of offering their own Intro courses. He will push this participation for the next academic year. Tom S. asked if UCR intends to make resource decisions consistent with its goal of attaining AAU status. Reza responded that the campus is aware that BCOE fits UCR's Strategic Plan very well and he feels UCR will make appropriate resource allocations to BCOE.

6. Faculty Recruitment

Mark stated that faculty applications are starting to come in via the on-line application system and are being reviewed by most departments. It was noted that the link to the on-line application was not very prominent on BCOE's website. It was suggested that this link should appear under each department and that it be renamed. Don will make these suggested changes as soon as possible.

7. Departmental Updates

EE reported that it is having a TA funding shortfall this year. This shortfall will be covered with EE's UCOP GSR funding this year but TA funding shortfall solutions for future years is unclear.

8. Other Matters

Mitch stated that NSF will require a data management plan for proposals starting January 2011. Each data management plan must include details on how this data will be archived. The data includes results that back-up publications. Mitch will need to work with each PI to determine the best way to meet this requirement. The UC Digital Library is offering data vault services for \$1/GB/yr. This data vault option might be used as part of these data management plans. In addition, the UC Digital Library is offering EZ ID which will maintain links to data no matter where the data is moved. The cost for this latter service is free for now but might be \$100/PI/yr in the future. Also, it was noted that Purdue offers free data archiving software (HUB).

Mitch stated that, effective January 2010, NSF requires all faculty, staff and student researchers to receive training on the responsible conduct of research. UC is offering on-line ethics training for researchers but this training does not extend to students at this time. UC expects to have such training available to everyone as part of its Learning Management System in the near future. In the meantime, faculty and departments are strongly encouraged to include discussions of research ethics in group meetings and departmental seminar series. MSE should arrange in early 2011 for a speaker from the Naval Surface Warfare Center in Corona to present a lecture on data quality, which can be considered an aspect of research ethics.

Reza pointed out the two pages attached to the agenda. These pages summarize CNAS subsidies for BCOE's use of CNAS sale/service operations (including CFAMM, Chem shops, etc.). For FY 09/10, this CNAS subsidy for BCOE totaled \$235K. Reza has asked CNAS for more details on BCOE's use of their sale/service operations and has questioned why CNAS is subsidizing these operations at all.

Pat distributed a draft BCOE Policy on Transfer of University Material. This policy was drafted in response to questions about what equipment can be taken by departing BCOE faculty to their new institutions. This policy applies only to equipment titled to UC (either directly or through the terms and conditions of a contract

or grant). The first section of the draft policy is directed at equipment acquired with contract and grant funds. Although UCR's overall policy applies to federal contracts/grants, Pat has verified with the campus that this same policy applies to non-federal contracts/grants. As stated in the draft BCOE policy, the Dean's Office will not approve any equipment transfer until the departing faculty member's department verifies that the equipment isn't needed by incoming BCOE faculty hires, other faculty members in the department and other faculty members in other BCOE departments. Ravi suggested that the word 'anticipated' be added in front of 'incoming BCOE faculty hires'. The second section of BCOE's draft policy is directed at equipment acquired with state and gift funds. The Dean's Office will not approve transfers of equipment acquired by state funds or gift funds (including endowment interest) to another institution. Laxmi asked if this section also applies to transfers to another UC campus. Pat responded that he understands that BCOE would still have to approve any such transfer but that this could be an exception to the policy, at the Dean's discretion. A revised draft policy will be discussed at a future Chairs/Directors meeting.



Chairs' & Center Directors' Meeting

December 13, 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 November 15, 2010 Meeting | Pat |
| 3. | Commencement | Reza |
| 4. | Graduate Education | Mark |
| 5. | Undergraduate Education | Ravi |
| 6. | Faculty Recruitment | Chairs |
| 7. | Department Updates | Chairs/Directors |
| 8. | Other Matters | |

The next scheduled meeting will be

Monday – January 10, 2011

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

Recharge Distribution History						
Large CNAS S&S Operations 2009-2010 Billings						
Sum of Amount						
WRC Biller	Org Desc	Act Desc	Billed Amt	% absorbed for single S&S	% of total billed by all large S&S	Subsidy Amt absorbed - per S&S application
CEPCEB	Biomedical Sciences		19,383	10%		39,284
	Bourns College of Engineering		9,205	5%		18,656
	Coll of Hum, Arts & Social Sci		125	0%		253
	College of Nat & Ag Sci	Biochem	5,500	3%		
		Biology	3,809	2%		
		Botany & Plant Sci	87,236	44%		
		CBNS	730	0%		
		Cell & Developmental Bio Prgm	200	0%		
		Cell Bio & Neuroscience	10,994	6%		
		Center for Plant Cell Biology	2,175	1%		
		Chemistry	5,745	3%		
		Entomology	17,273	9%		
		Enviro Sci	1,000	1%		
		Institute of Genomics	260	0%		
		Nematology	3,245	2%		
		Neuroscience Program	10	0%		
		Plant Path & Microb	24,753	13%		
		Statistics	5,000	3%		
	College of Nat & Ag Sci Total		167,931	85%		340,358
CEPCEB Total			196,644	100%	18%	398,552
CFAMM	Biomedical Sciences		1,878	1%		2,244
	Bourns College of Engineering		88,522	69%		105,787
	College of Nat & Ag Sci	Biology	1,165	1%		
		Botany & Plant Sci	501	0%		
		Chemistry	14,174	11%		
		Earth Sci	3,218	3%		
		Entomology	2,864	2%		
		Nematology	1,903	1%		
		Physics & Astronomy	7,862	6%		
		Plant Path & Microb	6,403	5%		
	College of Nat & Ag Sci Total		38,089	30%		45,518
CFAMM Total			128,489	100%	11%	153,549
CHEM ACIF	Bourns College of Engineering		8,871	13%		52,946
	College of Nat & Ag Sci	APRC	213	0%		
		Biochem	263	0%		
		Botany & Plant Sci	1,922	3%		
		Center for Plant Cell Biology	15	0%		
		Chemistry	55,380	81%		
		Entomology	638	1%		
		Enviro Sci	550	1%		
		Physics & Astronomy	500	1%		
	College of Nat & Ag Sci Total		59,480	87%		354,997
CHEM ACIF Total			68,351	100%	6%	407,943
CHEM SHOPS	Bourns College of Engineering		28,779	17%		54,203
	Finance & Business Operations		2,137	1%		4,025
	College of Nat & Ag Sci	Analytical Chem Instrum Fac	1,373	1%		
		APRC	170	0%		
		Biochem	341	0%		

Sum of Amount						
WRC Biller	Org Desc	Act Desc	Billed Amt	% absorbed for single S&S	% of total billed by all large S&S	Subsidy Amt absorbed - per S&S application
CHEM SHOPS	College of Nat & Ag Sci	Biology	3,654	2%		
		Cell Bio & Neuroscience	166	0%		
		Center for Plant Cell Biology	19	0%		
		Chemistry	52,588	30%		
		CNAS Shops	7,435	4%		
		Cntr for Conservation Biology	44,514	26%		
		Earth Sci	1,338	1%		
		Entomology	1,897	1%		
		Enviro Sci	2,558	1%		
		IGPP	2,318	1%		
		Physics & Astronomy	25,058	14%		
		Plant Path & Microb	23	0%		
	College of Nat & Ag Sci Total		143,451	82%		270,178
CHEM SHOPS Total			174,367	100%	16%	328,406
GENOMICS	Biomedical Sciences		17,234	3%		3,157
	Bourns College of Engineering		21,445	4%		3,929
	College of Nat & Ag Sci	Ag Ops Riverside	1,410	0%		
		Biochem	12,465	2%		
		Biology	29,662	5%		
		Botany & Plant Sci	210,043	38%		
		CBNS	193	0%		
		Cell Bio & Neuroscience	5,462	1%		
		Center for Plant Cell Biology	3,711	1%		
		Chemistry	6,084	1%		
		Cntr for Conservation Biology	560	0%		
		Earth Sci	3	0%		
		Entomology	43,340	8%		
		Enviro Sci	4,048	1%		
		Institute of Genomics	27,872	5%		
		Nematology	19,383	4%		
		Plant Path & Microb	148,846	27%		
		Plant Transformation Facility	2	0%		
	College of Nat & Ag Sci Total		513,082	93%		93,992
GENOMICS Total			551,762	100%	49%	101,078
Grand Total			1,119,613		100%	1,389,528
	<u>Summary by College</u>					
	Biomedical Sciences		38,495	3%		44,685
	Bourns College of Engineering		156,823	14%		235,521
	Coll of Hum, Arts & Social Sci		125	0%		253
	Finance & Business Operations		2,137	0%		4,025
	College of Nat & Ag Sci		922,033	82%		1,105,043
	Total		1,119,613	100%		1,389,528

BCOE Policy on Transfer of University Material

A. Material Acquired with Contract and Grant Funds

Per UCR Policy Number 750-24 (J): **TRANSFERS OF UNIVERSITY OWNED MATERIAL ACQUIRED WITH FEDERAL CONTRACT AND GRANT FUNDS:**

This paragraph applies only to Federally funded material where title has been vested in the University. Material acquired with State general funds is excluded.

1. *In order to transfer material acquired with federal contract and grant funds to another institution, in conjunction with a move by a faculty member to that institution, the following conditions must be met:*
 - *The material must be available for transfer: its title must be vested in the University, and terms of the grant or contract from which it was funded do not prohibit such transfer to another institution.*
 - *A written request to transfer must be made by the departing faculty member and must include the following: (1) A specific list of the material including (at a minimum) property numbers, descriptions, original unit costs, and original funding sources/agencies. (2) The reason for the transfer. (3) Name of the institution to which title will be transferred. (4) Justification for transferring rather than leaving or selling the material.*
 - *The request must be approved by each of the following: (1) Department Head, (2) Dean, (3) Office of Research Affairs, (4) Equipment Manager (verifies that title vests in the University and that there are no restrictions to transfer).*
 - *Transfers of material with a total historical cost in excess of \$100,000 must be approved by the Vice Chancellor of Administration, the Senior Vice President--Administration, the Vice President--Agriculture and Natural Resources or a comparable Laboratory Administrator in their respective areas of responsibility. Requests for material transfer shall not be divided to avoid this requirement.*
 - *The recipient institution must agree, in writing, to accept title, with the understanding that the material is for the initial use of the new faculty member. This agreement may be obtained via a standard acceptance form signed by an appropriate office of the recipient institution.*
2. *The Equipment Manager (or equivalent) shall verify that all required approvals have been obtained and shall approve the release of the material from custody.*
3. *Unless specific provisions are made in the terms of a contract or grant, transfers of material to individuals or for-profit organizations are prohibited.*

Before the BCOE Dean's Office will approve any request to transfer material acquired via federal, state or private contracts/grants, the departing faculty member's department must verify that this material is not needed for research and/or educational purposes by (in order of descending priority):

1. ^{anticipated} incoming BCOE faculty hires
2. [^] current faculty members in the departing faculty member's department
3. current faculty members in other BCOE departments/centers

B. Material Acquired with State General Funds or Gift Funds

The BCOE Dean's Office will not approve transfers of material acquired (entirely or partially) via State General funds (including Initial Complements and Internal Allocation Accounts) or Gift funds (including endowment interest) to a departing faculty member's new institution.

University of California Riverside
2010-11 Headcount and FTE Projections
3-QTR Averages

	2009-10	2010-11
Total Students (Headcount)	FWS Average	FWS Average
Undergraduate	16,421	16,728
Credentials	46	45
Graduate	2,335	2,340
Total	18,802	19,113
Student FTE	FWS Average	FWS Average
<i>Actual</i>		
Undergraduate	16,093	16,393
Credential	45	43
Graduate	2,241	2,302
Total	18,379	18,738
<i>Budgeted</i>		
Undergraduate (incl. credential)	13,964	13,964
Graduate	2,010	2,010
Total	15,974	15,974
<i>Difference (Actual - Budgeted)</i>	<i>2,405</i>	<i>2,764</i>
<i>Percent Difference</i>	<i>15.1%</i>	<i>17.3%</i>
Student Workload FTE 3-QTR Average*	UG Grad Year Total	UG Grad Year Total
BCOE	826.04 441.70 1,267.74	841.49 453.15 1,294.64
CHASS	8,023.24 754.55 8,777.79	8,173.29 774.11 8,947.40
CNAS	4,793.05 743.93 5,536.98	4,882.69 763.22 5,645.91
SOBA	1,069.61 192.58 1,262.19	1,089.61 197.57 1,287.19
GSOE	91.64 220.36 312.00	93.35 226.07 319.43
UWP	1,019.62 0.00 1,019.62	1,038.69 0.00 1,038.69
<i>General Campus Total</i>	<i>15,823.20 2,353.12 18,176.32</i>	<i>16,119.12 2,414.13 18,533.25</i>
Health Sciences	55.00 55.00	55.00 55.00
Executive MBA	11.17 11.17	11.17 11.17
MFA Writing	1.96 48.64 50.60	1.96 48.64 50.60
<i>Campus Total</i>	<i>15,825.16 2,467.93 18,293.09</i>	<i>16,121.08 2,528.94 18,650.02</i>

*Estimated values. Actual for 2009-10 will be available end of June 2010.

FOREIGN/DOMESTIC GRADUATE APPLICATIONS: YTD Comparison F08/F09

Program	Foreign		% Chg	Domestic		% Chg
	F 2010	F 2011		F 2010	F 2011	
Bioengineering	9	8	-11%	16	7	-56%
Chemical & Environ Engr	49	47	-4%	8	15	88%
Computer Science	104	89	-14%	14	15	7%
Electrical Engineering	106	125	18%	13	8	-38%
Materials Science & Engr	15	16	7%	0	8	#DIV/0!
Mechanical Engineering	14	25	79%	4	7	75%
COE Total	297	310	4%	55	60	9%