

Chairs' & Center Directors' Meeting Minutes

Date: March 28, 2011 (12:00 to 2:00 pm)

Location: EBU II – Room 443

Attendees: Abbaschian, Reza
Balandin, Alex
Bhanu, Bir
Bhuyan, Laxmi
Boretz, Mitch
Davidson, Don
Haddon, Robert
Hartney, Pat
Matsumoto, Mark
Myung, Nosang
Parker, Linda
Payne, Tom
Ravi
Schultz, Jerry
Stahovich, Tom
Tan, Sheldon (for Walid Najjar)

Absent: Barth, Matt
Lake, Roger
Najjar, Walid
Xu, Daniel

The agenda for the meeting is shown in Appendix 1.

1. Welcome and call for agenda items - Reza

Reza announced that the second half of today's meeting will be a closed session with Chairs, Directors and Assistant and Associate Deans to discuss BCOE's budget reduction target.

It was noted that BCOE will be submitting an STC topic of "Next Generation Electronics." There may be 1-2 additional STC topics submitted by UCR.

There were no items added to the agenda.

2. Approval of Minutes - Pat

The minutes of the March 14th Chairs/Directors meeting were unanimously approved.

3. Faculty Hires - Departments

BIEN: two offers are in process.

CSE: two offers have been made and accepted. The new hires are in graphics and data mining. The data mining hire is at the Associate Professor level. CSE may want to make a third offer if there are unfilled lines available this year.

CEE: three informal offers have been made. One offer has been accepted and one has been rejected. The third offer is still pending.

ME: the department is still interviewing its 8-9 candidates.

EE: 4 of the 11 candidates still need to be interviewed. No offers have been made yet.

4. Undergraduate Education – Ravi

Ravi stated that the campus has offered admissions to the applicants on BCOE's freshmen waitlist. These waitlisted applicants need to respond to UCR's offer by 4/4/11. The decision on whether to enroll these waitlisted students to a Pre-Engineering category has not yet been made. UC's deadline for undergraduate acceptance decisions is 5/1/11. There are about 10,000 students on UC waitlists this year.

Ravi requested ABET updates from Chairs and Program Directors. CS has provided a written update and will hold its advisory board meeting next Fall. CEE has scheduled its advisory board meeting for the end of May. ME's advisory board meeting is scheduled for 5/5/11. Ravi will circulate an ABET to-do list (provided by Mitch) to programs (see attached). This list includes input from the last ABET review. Tom P. stated that there needs to be a division of labor between CS and EE for the Computer Engineering (CE) program. Tom P. has offered to help but Reza noted that Walid should take the lead since he is the Program Director for CE. Ravi stated that he recently sent BCOE undergraduate persistence and retention data to Chairs. This data starts with the 2004 cohort. He noted that about 32% of this 2004 cohort graduated in BCOE which is a typical graduation rate for BCOE. Ravi will send another copy of this data to Jerry.

Ravi stated that Thomas McGraw in Student Affairs needs a single point of contact in each department for course scheduling, etc. After discussion it was decided that Thomas will communicate directly with Chairs (who can designate a staff or faculty member to receive these messages). Lastly, it was noted that Neal Young is working on a program to automate projections for BCOE course enrollments.

5. Graduate Education - Mark

Mark distributed the latest summary of graduate student applications, admits and accepts. He noted that the number of departmental offers has decreased from the same time last year. BIEN and CEE domestic student admits are significantly below last year's figures. The total number of accepts this year (20) is less than half of last year's total (42) at this date. Laxmi reported that CSE may exceed its 25 PhD target this year. However, EE may undershoot its 32 PhD target. It was noted that a low percentage rate for graduate student admits by BCOE and a high percentage rate of acceptances by graduate students enhances BCOE's national reputation. Lastly, Reza asked that departments make sure that they've accepted enough grad students to cover the needs of incoming faculty.

6. Commencement – Linda

Linda reminded participants that this year's BCOE Commencement is scheduled for 6pm on Monday, June 13th. Captain Jay Kadowaki, the Commanding Officer of the Naval Surface Weapons Center, Corona will be BCOE's keynote speaker. Also, Winston Chung will attend and be named a Fellow of BCOE. In addition, there will be a memorial for ME's student Alan Lin who died this past quarter. Linda asked Chairs and Directors to send her requests for VIP tickets for Commencement. Don stated that BCOE's reception after Commencement will be similar to last year's event except that the food will be divided among the departmental rooms instead of being available on the main patio. Only desserts will be provided on the main patio.

7. Council of Advisors – Linda

The BCOE Council of Advisors meeting was scheduled for April 26th but this event will need to be rescheduled in May since Reza needs to attend a UCR Budget Reduction meeting that day. Reza asked Chairs and Directors to send him suggestions for faculty speakers and research themes for this Council of Advisors meeting. Also, it was noted that the Poonian Chair naming event is still scheduled for 4pm on April 26th. The Poonian Chair donor, Duane Roberts (owner of the Mission Inn) will attend along with the Chair holder (CSE's new faculty member, Timar Shinar).

8. Distinguished Seminars – Reza

Reza wants to schedule 2-3 Distinguished Seminars in the Spring quarter. Speaker suggestions should be sent to Reza.

9. On-line Masters – Tom P.

Tom announced that the Grad Council has approved BCOE's on-line MS degree proposal. This proposal will now need to be reviewed by the Riverside division of UC's Academic Senate and an ad hoc committee of CCGA. It is anticipated that final approval should be granted in Fall 2011. Reza stated that this proposal includes a BIEN on-line MS program but that he hopes that 2-3 on-line MS programs could be added each year by BCOE departments.

10. Graduate Computer Engineering – Reza

Walid was unavailable for this meeting but it was announced that Computer Engineering's MS proposal has been approved by the Academic Senate's Grad Council. Similar to BCOE's On-line MS Degree Program, this proposal will need to be approved by the Riverside division of UC's Academic Senate and by CCGA. On a related issue, Nosang noted the need for feedback from BCOE BS/MS students in order to improve the program.

The remainder of the meeting was a closed session on BCOE budget targets for Department Chairs, Center Directors and Assistant and Associate Deans only.



Chairs' & Center Directors' Meeting

March 28, 2011

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 March 14, 2011 Meeting | Pat |
| 3. | Faculty Hires | Departments |
| 4. | Undergraduate Education | Ravi |
| 5. | Graduate Education | Mark |
| 6. | Council of Advisors | Linda |
| 7. | Commencement | Linda |
| 8. | Distinguished Seminars | Reza |
| 9. | On-line Masters | Tom P. |
| 10. | Graduate Computer Engineering | Walid |
| 11. | Other Matters | |

CLOSED Session

Department Chairs Only

The next scheduled meeting will be

Friday – April 15, 2011

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

Inventory of things to do in spring 2011:

1. Review the 2011-12 ABET criteria at <http://www.abet.org/forms.shtml>. Be sure to choose the right set of criteria: either Engineering (pretty far down the page) or Computer Science.
2. Review what your department submitted and what the reviewers said last time:
<http://www.engr.ucr.edu/intranet/abet/index.html>.
3. Conduct a departmental board of advisors meeting to obtain:
 - a. Feedback/updates on Program Educational Objectives and Program Outcomes.
 - b. Other feedback on the quality of our graduates and our curriculum. (Especially if they can provide anything quantitative.)
4. Check the UCR catalog to be sure that your Objectives are accurate and up to date.
5. Check to be sure that your objectives are consistent with the UCR mission. UCR's current mission statement (<http://www.ucr.edu/about/mission.html>): *The University of California, Riverside serves the needs and enhances the quality of life of the diverse people of California, the nation and the world through knowledge – its communication, discovery, translation, application, and preservation. The undergraduate, graduate and professional degree programs; research programs; and outreach activities develop leaders who inspire, create, and enrich California's economic, social, cultural, and environmental future.*
With its roots as a Citrus Experiment Station, UC Riverside is guided by its land grant tradition of giving back by addressing some of the most vexing problems facing society. Whether it is assuring a safe, nutritious, and affordable food supply; stimulating the human mind and soul through the humanities and arts; or finding solutions to the profound challenges in education, engineering, business, healthcare, and the environment, UC Riverside is living the promise.
6. Review what we said in 2006 about the process for establishing Objectives in your department. Is it still accurate? Have we been fulfilling that process over the past five years? If not, consider changing your process (and consulting your board of advisors about the change).
7. Spot-check some student transcripts to be sure that our process of verifying that all graduates fulfill all requirements is working.
8. Be sure you understand the “continuous improvement” criterion, which is new since 2006 (the “professional component” criterion has gone away). Describe how the results of evaluation processes for the program educational objectives and the student outcomes and any other available information have been used as input in the continuous improvement of the program. Indicate any significant future program improvement plans based upon recent evaluations. Provide a brief rationale for each of these planned changes.
9. RECOMMENDED: Conduct an alumni/employer survey using Survey Monkey.
10. RECOMMENDED: Consult with the Career Center to see if we have feedback forms from engineering student internships or any feedback from employers who hire BCOE graduates.

2011-12 BCOE GRADUATE RECRUITMENT TARGETS

Dept	M.S.	Ph.D.	Total	Accepts	% of Target
BIEN	20	15	35	2	5.7%
CEE	5	16	21	4	19.0%
CSE	15	20	35	13	37.1%
EE	13	32	45	0	0.0%
MSE	4	8	12	1	8.3%
ME	15	10	25	0	0.0%
Subtotal	72	101	173	20	11.6%

Applicants - as of March 28, 2011

Program	International Students			Domestic Students			Total Students		
	2009	2010	2011	2009	2010	2011	2009	2010	2011
BIEN	28	27	38	28	65	62	56	92	100
CEE	114	129	125	22	65	72	136	194	197
CS	433	344	414	57	68	77	490	412	491
EE	423	346	439	34	65	42	457	411	481
MSE	NA	53	62	NA	10	31	0	63	93
ME	67	75	91	18	28	33	85	103	124
Total	1065	974	1169	159	301	317	1224	1275	1486

Apps		
Unit	2010	2011
BCOE	1275	1486
CHASS	1104	1100
CNAS	1185	1320
DBS	52	52
AGSM	185	243
GSOE	113	153
Total	3914	4354

Admits - as of March 28, 2011

Program	International Students			Domestic Students			Total Students		
	2009	2010	2011	2009	2010	2011	2009	2010	2011
BIEN	0	0	2	11	37	13	11	37	15
CEE	25	18	12	12	37	19	37	55	31
CS	29	26	30	27	25	30	56	51	60
EE	26	18	33	11	23	16	37	41	49
MSE	NA	4	6	NA	4	6	0	8	12
ME	2	1	1	7	6	12	9	7	13
Total	82	67	84	68	132	96	150	199	180

In Process Queue	
Int'l	Dom
1	0
2	5
4	3
33	4
4	2
0	3
44	17

Admits		
Unit	2010	2011
BCOE	199	180
CHASS	172	172
CNAS	310	255
DBS	8	8
AGSM	34	43
GSOE	36	53
Total	759	711

Accepts - as of March 28, 2011

Program	International Students			Domestic Students			Total Students		
	2009	2010	2011	2009	2010	2011	2009	2010	2011
BIEN	0	0	1	0	13	1	0	13	2
CEE	3	6	1	0	8	3	3	14	4
CS	2	2	9	9	3	4	11	5	13
EE	7	5	0	1	2	0	8	7	0
MSE	NA	1	0	NA	0	1	0	1	1
ME	0	0	0	2	2	0	2	2	0
Total	12	14	11	12	28	9	24	42	20

Accepts		
Unit	2010	2011
BCOE	42	20
CHASS	30	38
CNAS	72	39
DBS	0	2
AGSM	1	13
GSOE	11	18
Total	156	130