

Chairs' & Center Directors' Meeting Minutes

Date: September 21, 2009 (12:00 to 2:00 pm)

Location: EBU II – Room 443

Attendees: Abbaschian, Reza
Anvari, Bahman (for Jerry Schultz)
Balandin, Alex
Bhanu, Bir
Bhuyan, Laxmi
Boretz, Mitch
Fitz, Dennis (for Matt Barth)
Haddon, Robert
Hartney, Pat
Lake, Roger
Mahalingam, Shankar
Matsumoto, Mark
Parker, Linda
Payne, Tom
Ravi
Yan, Yushan

Absent: Barth, Matt
Norbeck, Joe
Schultz, Jerry

The agenda for the meeting is shown in Appendix 1.

1. Welcome and call for agenda items - Reza

Reza welcomed the Chairs and thanked Dennis Fitz for replacing Matt Barth and Bahman Anvari for replacing Jerry Schultz at the meeting. No additional items were added to the agenda.

2. Approval of Minutes - Pat

The revised minutes of the July 27th Chairs/Directors meeting were unanimously approved.

3. Graduate Education/Recruitment - Mark

Mark distributed three handouts. The first handout summarizes BCOE grad student Applicants, Admits and Accepts for the last three years. Mark noted that the number of 2009-10 Accepts of 123 was close to BCOE's 130 target. Reza indicated that BCOE and CNAS did not reach their targets but CHASS was 34 grad student Accepts over their target. Mark noted that the number of BCOE domestic student applicants was slightly higher than previous years but the number of Accepts decreased by 9. Mark's second handout summarizes 2010-11 grad student recruitment targets by BCOE department. Mark expects that BCOE's final target will be near 130 again this year. Mark announced that the Grad Division will provide fellowship funds to cover grad student fee increases for the coming year but the Grad Division will need to decrease second year NRT's from full year support to one quarter only. This decision will have

disproportionate effect on BCOE (due to its high number of international students) and will amount to a \$500K/yr decrease in grad student support. It was noted that first year NRT will still be covered by the Grad Division for BCOE's international students. Mark stated that other UC campuses have only been covering the first year NRT so UCR has been more generous. Reza pointed out that the real solution is for BCOE departments to recruit more domestic students. He encouraged Chairs to work with their Grad Advisors to develop effective recruitment plans. Also, he encouraged Grad Advisors to send objections to the Grad Division about their decision on second year NRT. At a minimum, he suggested that this NRT change should be phased-in over time. It was also suggested that the Grad Division reduce or eliminate its funding for Dissertation Grants which benefits mostly grad students in CHASS. Mark mentioned that the Grad Division has some fellowship funding that could be used to transition BCOE's MS students into PhD programs. Several domestic students enter an MS degree program in BCOE and then decide to pursue a PhD later. Unfortunately, they do not normally qualify for the Grad Division's recruitment (Fellowship) funding. Additionally, it was noted that UCR uses some of its NRT allocation from the UC system for undergraduates but it was unclear on why this is needed. Mark's last handout was a summary of MS and PhD outcomes for BCOE grad students from 1994-95 to 2008-09. It was noted that the number of students leaving without degrees was decreasing and that there were a significant number of MS students that entered PhD programs.

4. Undergraduate Education - Ravi

Ravi stated that UCR's undergraduate orientation started this week. BCOE has merged its orientation with BCOE student club efforts. There are 600 incoming freshmen and 1,770 total BCOE undergraduates this year which is an all time high. Ravi provided a listing of BCOE majors for these 1,700 students. Also, Ravi distributed copies of a letter to President Yudof from ABET announcing that BCOE was selected to receive one of the three 2009 Claire Felbinger Awards for Diversity. Ravi also passed out a listing of recent Felbinger Award recipients. Ravi noted that he has grant funding available to support refresher courses for incoming transfer students. These refresher courses could also be used by on-going students. He envisions a (zero credit) two week course taught by lecturers. Since it's late to offer this course for the Fall term, Ravi suggests that it be run near the beginning of the upcoming Winter term. There was some concern about the logistics of this course and difficulty in finding appropriate lecturers (that aren't already committed to other BCOE courses).

5. ABET Department Updates - Chairs

Reza announced that all BCOE programs that were reviewed by ABET in the 2006 cycle are now fully accredited. BCOE will request accreditation for these programs again in 2012. Bioengineering may want to go through its initial ABET accreditation review before 2012. Mitch noted that he's received all departmental annual ABET reports except CEE's. These reports will be put on BCOE's ABET website (which is now part of BCOE's new Content Management System). Yushan reported that CEE's annual report will be completed soon. Several BCOE departments, but not all, did alumni surveys last year. We ask alumni to ask their employers to take a brief employer survey, but response rates are low

6. BCOE Distinguished Lecturer Series – Mitch/Linda

A Distinguished Lecturer series will our principal way of recognizing BCOE's 20th Anniversary. All of these Lectures will have the theme "The next 20 years in....." There will be several internal and external speakers including representatives from the California Science Center, NSF, Aerospace Corp, NAE and

the California Resources Agency. Due to the availability of speakers, these Lectures will probably not start until January 2010. Mitch expects to finalize the list of speakers and lecture dates soon.

7. NSF Requirement for Research Ethics Training - Mitch

Mitch stated that NSF has a new requirement for research ethics training for all grad students, postdocs and undergraduates supported by NSF funds. This requirement is effective 1/1/10. Mitch has obtained an on-line ethics training tutorial from DHHS that can be used by BCOE. In addition to this on-line training, there should be some complementary in-person training. Mitch has offered to organize monthly brown-bag lunches to discuss articles in the Science and Engineering Ethics journal. These lunches would be directed towards students supported by NSF funds. Separate from the NSF requirement for training in the responsible conduct of research, we can take this opportunity to enhance ethics training in Engr 1 and or Engr 10 courses. These courses could address both research ethics and engineering professional ethics.

8. NSF Opportunity: Research Experience for Teachers Site - Mitch

Mitch stated that UCR's School of Education and Alpha Center are interested in partnering with BCOE to respond to this NSF opportunity. The funds come from NSF's Engineering directorate, so the proposal should come from BCOE. Mitch indicated that David Kisailus is interested in participating. The proposal is due in November. Ravi said our best approach might be to expand the teacher component of our current SPIRIT grant to provide more summer opportunities for teachers to work in our labs. Mitch will follow up with Ravi and other stakeholders.

9. Changes at Office of Research - Mitch

Mitch announced that Bruce Morgan will be leaving UCR and taking a job at UCI at the end of September. A search for a replacement has not yet begun. Charles Greer and Cynthia Wells will replace Bruce for the interim period. As such, there are fewer Contract/Grant Analysts at OR so PIs need to submit proposals at least 3 days in advance of due dates.

10. Budget Update - Reza/Pat

Reza stated that UCR received a \$51.5M budget cut this fiscal year. Furloughs and budget reductions to units provided about half of this amount. The remaining half is being covered from Chancellor resources and other one-time funds. As such, there should be no additional budget cuts to BCOE in FY 09/10. In response to a question, Reza stated that the proposed Faculty Furlough Exchange program is being discussed by UCR's Academic Senate tomorrow (9/22/09) after which a recommendation will be made to the Chancellor. Most UC campuses (except, UCI, UCSC and UCR) have already developed Faculty Furlough Exchange programs. Reza stated that NSF will relax its limitation of two months salary support for PI's in response to this furlough exchange program.

Reza also noted that, in response to UC budget reductions, about 70 UCR faculty have signed a document advocating a 9/24/09 walk-out of UC instructors. Reza stated that BCOE faculty that participate in this walk-out should inform students in advance they will not be in the classroom on this day.

11. Lecturer Reductions - Reza

Reza stated that the campus wants to reduce the amount paid to Lecturers this year in response to budget reductions. Ideally, this reduction would approximate the salary reductions being imposed on other UCR faculty and staff. Since Lecturers are unionized, their pay can not be reduced so the only other option is to reduce the number of Lecturers. It appears that CHASS and CNAS will be able to reduce their number

of lecturers but BCOE may not (due to increased enrollments and recent faculty separations). Ravi mentioned that Lectures will likely be needed to teach (six) new BCOE general education courses, if they are approved by the campus.

Pat distributed a draft BCOE Lecturer funding allocation methodology. This methodology is based entirely on departmental proportions of the previous year's undergraduate workload FTE. This draft model also includes the withholding by the Dean's Office of 10% of the total lecturer funds available to support new programs and to respond to special requests from departments. Pat asked the Chairs to send him alternate Lecturer funding allocation methodologies or options and he will revise the spreadsheet.

12. TA Allocation Model - Reza

Pat distributed a spreadsheet with FY 2009-10 TA Allocations to BCOE departments. Similar to the previous two fiscal years, these allocations are based on the proportions of incoming grad students (25%) and the previous year's undergraduate workload FTE (75%). Beginning in FY 09/10, the Dean's Office will withhold 10% of the total TA funds to distribute for special needs or requests from departments. Pat indicated that these spreadsheets will be sent to department FAO's later in the day. It was noted that the Dean's Office did not reduce the total amount of TA funds available from previous years. BCOE's FY 09/10 budget reduction of \$572K is being provided by the Dean's Office primarily by using funds from unfilled staff positions and staff layoffs.



Chairs' & Center Directors' Meeting

September 21, 2009

Agenda

Engineering Building Unit II – Room 443

- | | | |
|-----|--|-------------|
| 1. | Welcome - Request for Agenda Items from the Floor | Reza |
| 2. | Approval of Minutes from July 27, 2009 Meeting | Pat |
| 3. | Graduate Education/Recruitment | Mark |
| 4. | Undergraduate Education | Ravi |
| 5. | ABET Departmental Updates | Chairs |
| 6. | BCOE Distinguished Lecturer Series | Mitch/Linda |
| 7. | NSF Requirement for Research Ethics Training | Mitch |
| 8. | NSF Opportunity: Research Experience for Teachers Site | Mitch |
| 9. | Changes at Office of Research | Mitch |
| 10. | Budget Update | Reza/Pat |
| 11. | Lecturer Reductions | Reza |
| 12. | TA Allocation Model | Reza |
| 13. | 2009-10 Meeting Dates | Pat |

The next scheduled meeting will be

Monday, September 28, 2009

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



Chairs' & Center Directors' Meeting Dates for 2009-10

Please note: all meetings will take place on Mondays (unless noted) and will be held in EBU II 443 from Noon to 2 p.m.

2009

September 14
September 28
October 12
October 30 (Friday)
November 9
November 23
December 7
December 18 (Friday)

2010

January 11
January 25
February 8
February 22
March 8
March 15
March 29
April 12
April 26
May 10
May 24
June 14
June 28
July 12
July 26

2009-10 BCOE GRADUATE RECRUITMENT TARGETS
2009-10 CAMPUS TARGETS

Dept	M.S.	Ph.D.	Total	Accepts	% of Target	College	Total	To Date	% of Target
BIEN	5	10	15	4	26.7%	BCOE	130	123	94.6%
CEE	2	18	20	20	100.0%	CHASS	201	235	116.9%
CSE	10	30	40	46	115.0%	CNAS	231	168	72.7%
EE	15	30	45	42	93.3%	DBS	4	4	100.0%
ME	2	8	10	11	110.0%	GSOE	16	76	NR
Subtotal	34	96	130	123	94.6%	Subtotal	566	530	93.6%

Graduate Division Data as of September 15, 2009

International Students									
Program	Apps			Admits			Accepts		
	2007	2008	2009	2007	2008	2009	2007	2008	2009
BIEN	17	27	28	5	8	1	4	5	1
CEE	84	85	115	28	28	32	14	14	15
CS	276	407	444	60	93	87	26	34	31
EE	279	424	430	80	97	61	34	36	31
ME	76	93	67	43	21	8	26	11	2
Total	732	1036	1084	216	247	189	104	100	80

Domestic Students									
Program	Apps			Admits			Accepts		
	2007	2008	2009	2007	2008	2009	2007	2008	2009
BIEN	22	34	43	9	15	14	4	6	3
CEE	29	31	25	17	22	14	6	10	5
CS	59	46	53	30	28	33	16	18	15
EE	36	46	45	14	22	24	11	14	11
ME	22	27	24	11	11	13	8	6	9
Total	168	184	190	81	98	98	45	54	43

Total Students									
Program	Apps			Admits			Accepts		
	2007	2008	2009	2007	2008	2009	2007	2008	2009
BIEN	39	61	71	14	23	15	8	11	4
CEE	113	116	140	45	50	46	20	24	20
CS	335	453	497	90	121	120	42	52	46
EE	315	470	475	94	119	85	45	50	42
ME	98	120	91	54	32	21	34	17	11
Total	900	1220	1274	297	345	287	149	154	123

Unit	Apps		Admits		Accepts		One Year Percent Change		
	2008	2009	2008	2009	2008	2009	Apps	Admits	Accepts
BCOE	1220	1274	345	287	154	123	4.4%	-16.8%	-20.1%
CHASS	1191	1310	350	379	212	235	10.0%	8.3%	10.8%
CNAS	1387	1464	367	363	178	168	5.6%	-1.1%	-5.6%
DBS	37	48	12	10	3	4	29.7%	-16.7%	33.3%
AGSM	363	518	148	197	76	95	42.7%	33.1%	25.0%
GSOE	215	220	115	104	88	76	2.3%	-9.6%	-13.6%
Total	4413	4834	1337	1340	711	701	9.5%	0.2%	-1.4%

2010-11 BCOE GRADUATE STUDENT COHORT RECRUITMENT

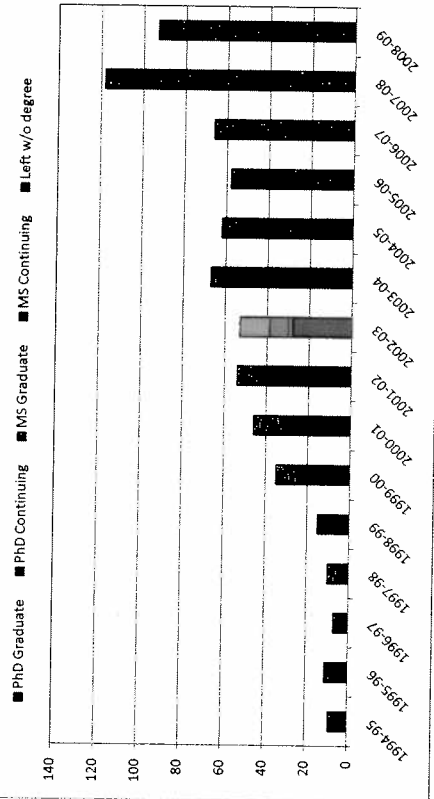
		M.S.			Ph.D.			All		
		Int'l	Dom	Total	Int'l	Dom	Total	Int'l	Dom	Total
BIEN	Target	0	5	5	5	10	15	5	15	20
	09/10 SIRs	0	0	0	1	3	4	1	3	4
CEE	Target			0			0	0	0	0
	09/10 SIRs	2	2	4	13	3	16	15	5	20
CPSC	Target	5	5	10	15	10	25	20	15	35
	09/10 SIRs	11	4	15	20	11	31	31	15	46
ELEN	Target	6	7	13	25	7	32	31	14	45
	09/10 SIRs	4	4	8	27	7	34	31	11	42
MCEN	Target	0	4	4	3	5	8	3	9	12
	09/10 SIRs	0	4	4	2	5	7	2	9	11
BCOE	Target	11	21	32	48	32	80	59	53	112
	09/10 SIRs	17	14	31	63	29	92	80	43	123

ALL BCOE PROGRAMS

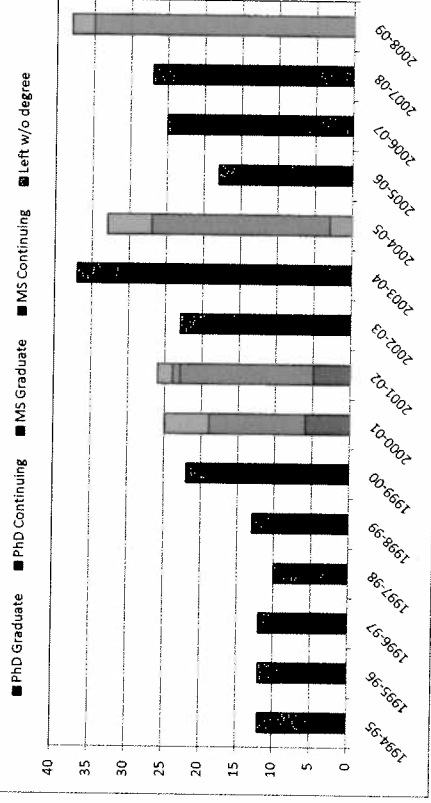
AY	Ph.D. Outcomes					
	PhD	P Cont	MS	M Cont	Left	Total
1994-95	5	0	0	0	4	9
1995-96	2	0	4	0	5	11
1996-97	2	0	3	0	2	7
1997-98	2	0	1	0	7	10
1998-99	7	0	3	0	5	15
1999-00	15	0	9	0	11	35
2000-01	18	0	13	0	15	46
2001-02	36	0	6	0	12	54
2002-03	28	2	9	0	14	53
2003-04	42	3	8	0	14	67
2004-05	16	24	11	0	11	62
2005-06	7	38	7	0	6	58
2006-07	2	47	3	3	11	66
2007-08	0	97	3	6	12	118
2008-09	0	91	0	0	2	93

AY	M.S. Outcomes					
	PhD	P Cont.	MS	M Cont	Left	Total
1994-95	0	0	5	0	7	12
1995-96	0	0	9	0	3	12
1996-97	0	0	10	0	2	12
1997-98	1	0	2	0	7	10
1998-99	2	0	8	0	3	13
1999-00	2	0	17	0	3	22
2000-01	6	0	13	0	6	25
2001-02	5	0	18	1	2	26
2002-03	2	0	17	0	4	23
2003-04	2	3	25	0	7	37
2004-05	0	3	24	0	6	33
2005-06	0	3	12	0	3	18
2006-07	0	7	14	3	1	25
2007-08	0	5	7	12	3	27
2008-09	0	0	0	35	3	38

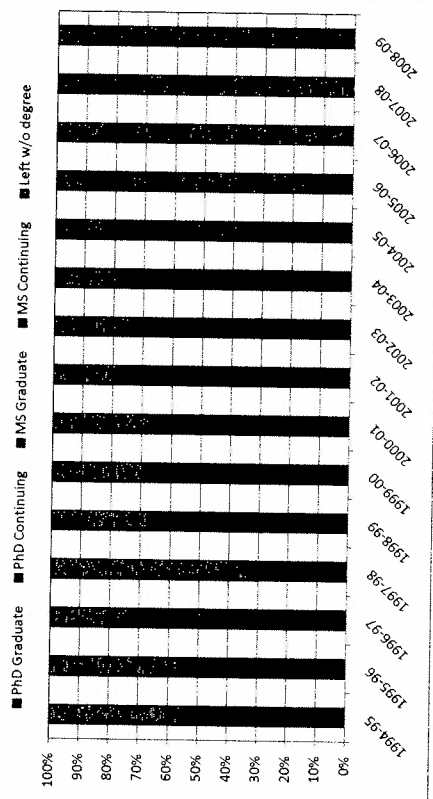
BCOE Entering PhD Outcomes



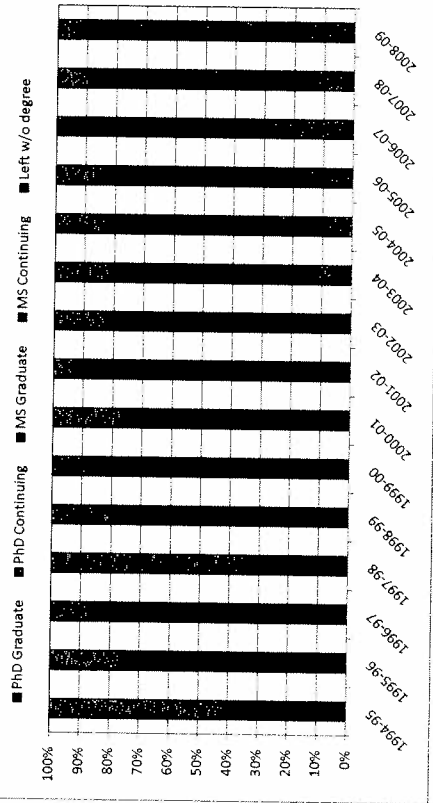
BCOE Entering MS Outcomes



BCOE Entering PhD Outcomes



BCOE Entering MS Outcomes





ABET, Inc.
111 Market Place, Suite 1050
Baltimore, MD 21202
Phone: 410-347-7700
Fax: 410-625-2238
www.abet.org

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September 11, 2009

Mark G. Yudof
President
University of California
Office of the President
12th Floor
1111 Franklin St.
Oakland, CA 94607-5200

Dear President Yudof:

Congratulations! It is a great privilege to inform you and your university community that the Bourns College of Engineering at the University of California, Riverside has been selected to receive one of the three 2009 Claire Felbinger Awards for Diversity. The Claire L. Felbinger Award for Diversity is presented to recognize U.S.-based educational units, individuals, associations, and firms for extraordinary success in achieving or facilitating diversity and inclusiveness in the technological segments of our society. The 2009 awards will be conferred on Wednesday, October 28, in San Antonio, Texas, as part of a luncheon at the 2009 ABET Commission Summit.

ABET, Inc. is the professional accreditation agency providing leadership and quality assurance in applied science, computing, engineering, and technology education. University of California, Riverside currently has ABET-accredited programs in engineering and computer science. We are honored to acknowledge your commitment and contribution to the diversity goals of the nation's higher education community.

ABET is pleased to offer complimentary meeting registration, 2 nights hotel (room & tax), and travel support for you or your representative to join us in Texas as we honor the commitment of Bourns College of Engineering to diversity in education. We hope that you will join us. Please contact Rachelle Daucher, ABET Executive Assistant, at 410-347-7704 or rdaucher@abet.org with your RSVP.

Sincerely,

Joseph L. Sussman, Ph.D.
ABET President

Cc: Reza Abbaschian, Dean
Bourns College of Engineering, UC Riverside

Chinya Ravishankar, Associate Dean
Undergraduate Affairs
Bourns College of Engineering, UC Riverside

Mitch Boretz, Bourns College of Engineering, UC Riverside

The Claire L. Felbinger Award for Diversity is presented to recognize U.S.-based educational units, individuals, associations, and firms for extraordinary success in achieving diversity and inclusiveness or for facilitating diversity and inclusiveness in the technological segments of our society.

2008

The College of Engineering and the Office of Diversity Initiatives at Embry-Riddle Aeronautical University, Daytona Beach

The School of Engineering and Applied Science at The George Washington University

The CyberCity Technology Summer Program at James Madison University

The Multicultural Engineering Program at Northern Arizona University and Its Director Fonda Swimmer

2007

California State University-Los Angeles' College of Engineering, Computer Science, and Technology

Oklahoma State University-Okmulgee's Information Technologies Division

Lee Snapp

2006

The College of Engineering and Computing at Florida International University

The Ivan G. Seidenberg School of Computer Science and Information Systems at Pace University

The College of Engineering at The University of Texas at El Paso

2005

University of Maryland, Baltimore County

University of Texas at San Antonio College of Engineering

Tulane University and Xavier University of Louisiana

Fall 2009:

MAJOR	Total
ART (dbl mjr w/CS)	1
BIOENGINEERING	233
BUSINESS INFORMATICS	17
COMPUTER ENGR	220
CHEM ENGR (BS+MS)	2
CHEM ENGR	156
COMP SCI (BS+MS)	2
ELECTR ENGR	196
ENV ENGR (BS+MS)	1
COMPUTER SCIENCE	233
ENV ENGR	105
ENGR (MAJOR CHNG IN BCOE)	34
ENLM	3
ENUN (MAJOR CHNG OUT OF BCOE)	68
INFORMATION SYSTEMS	17
MECH ENGR (BS+MS)	5
MECH ENGR	445
MATERIALS SCIENCE	31
NRSC (dbl mjr w/BIEN)	1
Grand Total	1770

**Proposed TA Funding Allocation Model
FY 2009-10**

BCoE Dept	2007-08 TA Allocations			2008-09 TA Allocations			2009-10 Academic Year					
	Amount	% of total		Amount	% of total		Incoming Grad Students		Undergrad Workload FTE		Weighted Average Factor	Proposed 2009-10 TA Allocations
							Number	% of Total	Number	% of Total		
BIEN	20,686	1.32%		88,795	0.06		4	3%	26.49	3.68%	0.04	51,290
CEE	145,273	9.27%		162,561	0.10		22	18%	63.47	8.83%	0.11	158,640
CSE	772,438	49.29%		766,128	0.49		46	37%	401.52	55.84%	0.51	735,305
EE	320,165	20.43%		302,013	0.19		42	34%	85.23	11.85%	0.17	248,895
ME	308,568	19.69%		247,633	0.16		11	9%	142.40	19.80%	0.17	245,477
MS&E	0	0.00%		0	0.00				0.00	0.00%	0.00	0
Total	1,567,130	100.00%		1,567,130	100.00%		125	100%	719.11	100.00%	1.00	1,439,608

Dean's Ofc (10% of total)

Weighted Average:

Incoming Grad Students:

Undergraduate Workload FTE

Total Proposed FY 2009-10 TA Funds Available

Note: Excludes FY08-09 Additional Freshman Course funding of \$75,217

Total FY 2008-09 TA Funds Available

**Proposed Lecturer Allocation Methodology
FY 08/09**

9/21/2009

	Total Lecturer funds provided to depts	Number of Lecture courses taught by Lecturers	Number of quarterly Sabbaticals	Number of course Buyouts	Total Number of Sabbaticals and Course Buyouts	Cost of Sabbaticals and Course Buyouts	Net Lecturer Funding	Percent of Total	Percent of BCOE's FY 07/08 UG Workload FTE	Net Lecturer Funding based on FY 07/08 UG Student Workload FTE ¹
BIEN	0	0	0	0	0	0	0	0.00%		14,385
CEE	114,001	12	2	2	4	25,600	88,401	24.27%	4.54%	28,656
CSE	253,203	39	4	3	7	44,800	208,403	57.21%	8.74%	177,279
EE	64,813	10	3	4	7	44,800	20,013	5.49%	54.07%	49,344
ME	60,282	7	1	1	2	12,800	47,482	13.03%	15.05%	57,705
MS&E	0	0	0	0	0	0	0	0.00%	17.60%	0
Dean's Ofc	0	0	0	0	0	0	0	0.00%	0.00%	36,430
Total	492,299	68	10	10	20	128,000	364,299	100.00%	100.00%	364,299

¹ Includes 10% withheld by Dean's Office for special requests from departments

Assumptions:

- 1) the Lecturer cost to cover a Lecture course is: \$6,400
- 2) Sabbatical and Course Buyout funds are used to hire replacements for Lecture courses (not labs or discussion sections)