

Chairs' & Center Directors' Meeting Minutes

Date: November 16, 2009 (12:00 to 2:00 pm)

Location: EBU II – Room 443

Attendees: Abbaschian, Reza
Balandin, Alex
Bhuyan, Laxmi
Boretz, Mitch
Haddon, Robert
Hartney, Pat
Fitz, Dennis (for Matt Barth)
Matsumoto, Mark
Najjar, Walid
Parker, Linda
Payne, Tom
Ravi
Schultz, Jerry
Xu, Alex (for Shankar Mahalingam)
Yan, Yushan

Absent: Barth, Matt
Bhanu, Bir
Lake, Roger
Mahalingam, Shankar
Norbeck, Joe
Xu, Daniel

The agenda for the meeting is shown in Appendix 1.

1. Welcome and call for agenda items - Reza

Reza announced that Mitch's topic of Research Ethics was not able to be discussed at the last Chairs/Directors meeting and has been added as an (Other Matters) agenda item for today's meeting.

Reza noted that Bioengineering has made 15 grad student recruitment trips so far this fiscal year. He reminded Chairs that Graduate Assistants need to contact all potential grad students whose names were obtained at recruitment events.

Reza announced that all faculty lines that become available due to senior faculty separations will be pulled back to campus beginning in FY 10/11. As such, UCR Colleges will need to compete for faculty lines. This is the only way the campus will be able to reallocate faculty lines among Colleges. Reza believes that BCOE should do well under this new policy.

Reza reminded Chairs/Directors that faculty need to report all conflicts of interest and conflicts of commitment. Faculty need to familiarize themselves with the appropriate APM policies and need to report all potential conflicts, even if a particular situation is unclear. Conflicts can include taking salaried positions at other institutions while on sabbatical or during the academic year.

Jerry reported that his Strategic Planning Committee on Research did not receive much feedback after the recent Town Hall meeting. It was noted that BCOE faculty need to provide input; otherwise, other UCR faculty will dominate the recommendations. Jerry indicated that faculty can provide input via the Strategic Planning website (<http://strategicplan.ucr.edu/>). Jerry mentioned that the campus needs to determine overarching themes as part of this process. He noted that UCR will need to generate 2-3 times more annual federal research support to qualify for AAU status. As such, selected themes need to be able to attract significant research funding. The Strategic Planning Steering Committee will collect the input from the committees and provide a draft Plan before the Chancellor's March 2010 presentation to the Regents. It is expected that the Plan will be finalized by June 2010 which coincides with the end of Dallas' term as EVCP. Reza noted that the two most important Committees for BCOE are Excellence in Research and Excellence in the Delivery of Graduate Education. Alex Balandin noted that a survey will be sent to UCR faculty from the Academic Excellence Committee and that it is important for BCOE faculty to complete this survey.

2. Approval of Minutes - Pat

The minutes of the November 9th Chairs/Directors meeting were unanimously approved.

3. Faculty Recruitment - Reza

Reza reminded participants that BCOE has been granted approval to search for a Civil Engineering faculty position and three other (junior) positions. At last week's Chairs/Directors meeting, it was decided that these three junior positions will be designated in the area of Materials/Energy and will be appointed in the departments of Bioengineering, Chem/Environmental and Mechanical Engineering. Reza stressed that these three departments are not guaranteed one position each and that 2-3 hires could be in one department. Reza noted that the Civil Engineering position can be in any BCOE department, depending on the successful candidate's research area. Reza expects that Civil Engineering will be organized similarly to MS&E and will not need to be a separate department. Also, he expects that BCOE's Civil Engineering Program will eventually have 20 faculty, 10 of which will be Faculty-Practitioners.

Jerry noted that BCOE should strengthen its ties with the new Medical School now that a Dean has been named. Reza added that medical schools receive one faculty line for each 4.5 medical students which is much lower than the general UC student/faculty ratio. Medical School faculty lines will be additional state funded lines and will not be taken from UCR's pool of faculty lines. The first UCR Medical School cohort is expected to be admitted in 2012, depending on funding. The initial \$10M needed for UCR's Medical School has been recently added to the UC Regent's funding request to the state.

After discussion, it was decided that there will be one BCOE search committee formed for the three junior positions in Materials/Energy. This Committee will have representatives from all BCOE departments. Chairs cannot serve on Search Committees. The Chairs present at the meeting suggested names to Reza who will ask these faculty members to serve.

Robert noted that CNSE is very interested in faculty hires that can contribute to CNSE's focus on next generation electronics. Reza asked Robert to serve on this search committee.

One ad will be drafted to cover all three of these Materials/Energy positions. BIEN, CEE and ME will be asked to submit names of 1-2 journals to advertise in. Ravi stressed that it's important for BCOE faculty to contact their colleagues at other institutions and encourage qualified candidates to apply.

BCOE's Search Committee for the Civil Engineering position will include Matt Barth, Alex Xu, Mark Matsumoto and Dr. Rhodes Trussell (from BCOE's Council of Advisors). Reza will ask for other departmental representatives. Jerry stressed that all BCOE advertisements and communications need to be

very positive to combat the negative information circulating about financial difficulties at UC and the state of California.

Reza stated that he may ask for campus approval to search for a CSE faculty member this year due to recent and expected separations.

4. College Meeting/Staff Appreciation - Pat

Pat noted that BCOE has combined its annual Fall College meeting with its annual Staff Appreciation Luncheon this year. This joint event will take place in EBUII 205/206 and 232 on Friday, December 4th from 3-5pm. Faculty and staff should respond to their electronic invitations as soon as possible. The Chairs and Directors are again asked to help serve the meal at the Staff Appreciation event and will be asked to make the presentations to their unit's staff appreciation awardee. Each awardee will receive a \$75 gift card again this year.

5. Other Matters: Research Ethics – Mitch

Mitch stated that all UCR trainees (students, postdocs, and visiting researchers) supported with NSF funds will need to receive training in Responsible Conduct of Research (RCR). This training requirement becomes effective on 1/1/10. UC is developing an on-line training program but this is not yet available. UCR is waiting for the UC system to produce the on-line module, and UCR and other campuses are also looking at third-party on-line training systems. No decisions have been made at the institutional level about how to address this requirement. To supplement on-line training, an additional component tailored to BCOE researchers should be provided. Reza suggested that departments add a (quarterly) session on Research Ethics to departmental seminars/colloquia. Attendance at these seminars could be required for all graduate and undergraduate students, postdocs and researchers supported with NSF funds.

6. Graduate Education/Recruitment – Mark

Mark emphasized that departments need to follow-up with potential grad students that have contacted BCOE or whose names have been collected during recruitment trips. There are about 400 BCOE grad student applications in process in GradSIS. Many of these applications are from domestic students this year. Mark will be meeting with the Graduate Division this week to discuss grad student allocations to BCOE. The Grad Division will only be providing four quarters of NRT (versus six quarters) for international PhD students. However, the Grad Division is allocating NRT for 72 PhD students and BCOE departments are only targeting 62 students so there may be enough NRT for six quarters for these 62 international students. There continues to be no ceiling on NRT for domestic PhD students and Mark will be asking the Grad Division to provide NRT funding for domestic MS students.

Mark mentioned the recent meeting between the Dean's Office and Strategic Communications to discuss improvements to BCOE's website. Surveys done by Strategic Communications indicate that BCOE faculty websites are the entry points for potential grad students so it's important to keep these websites updated with current information.

Reza added that Chairs need to provide annual input to him on faculty members' service contributions especially Grad Advisor and Undergrad Advisor appointments.

7. Undergraduate Education - Ravi

Ravi mentioned that two BCOE Student Affairs staff members will be on maternity leave soon. In addition, and as mentioned at the last Chairs/Directors meeting, Suzanne McCusker is leaving to take a position at the University of Pittsburgh. As such, BCOE Student Affairs will be short staffed until replacements are hired.



Chairs' & Center Directors' Meeting

November 16, 2009

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 9, 2009 Meeting | Pat |
| 3. | Faculty Recruitment | Tom |
| 4. | College Meeting/Staff Appreciation
69 faculty that have not yet responded for College meeting
93 faculty/staff that have not yet responded for Staff Appreciation Event | Reza |
| 5. | Graduate Education/Recruitment | Mark |
| 6. | Undergraduate Education | Ravi |
| 7. | Other Matters | |

The next scheduled meeting will be

Monday, November 23, 2009

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