

Chairs' & Center Directors' Meeting Minutes

Date: December 7, 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
Mahalingam, Shankar
Matsumoto, Mark
Najjar, Walid
Parker, Linda
Payne, Tom
Ravi
Schultz, Jerry
Yan, Yushan

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

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: Research Ethics training (Jerry), lab use during the upcoming campus closure (Jerry), ABET update (Mitch), and contract/grant expense transfers (Shankar)

2. Approval of Minutes - Pat

The revised minutes of the November 16th Chairs/Directors meeting were unanimously approved.

3. Faculty Recruitment - Reza

The search plans for new BCOE faculty hires have been submitted to campus. The search plan for the three new Materials and Energy positions has been approved by the campus. Mark is still waiting for approval of the Civil Engineering position search plan. Mark expects the Materials and Energy positions to be posted by the end of the week. BIEN and CEE have provided input on ad placements. Mark believes that emails encouraging applications for these Materials and Energy openings can now be sent out but he will check with Rhonda. Reza noted that there will be a College-wide committee to review all applications for these Materials

and Energy positions but he also expects input from departmental ad-hoc reviewers. He hopes that all applications will be looked at by both the College-wide committee and ad-hoc reviewers. Names of departmental ad-hoc reviewers should be forwarded to Reza. The College-wide committee will be responsible for inviting candidates to campus although the arrangements for each visit will need to be made by the candidate's appropriate BCOE department. Candidates can be invited to campus after BCOE's initial 2/1/10 application review date. The Chairs asked if the Materials and Energy focus of these three positions was too narrow. Reza responded that these are really Materials positions and that the decision was made at a previous Chairs/Directors meeting to connect them to Energy, which is a very important and appropriate research area in BCOE. As such, these positions could be in any BCOE department but the expectation is that they will be in CEE, ME and/or BIEN.

4. Department Updates – Chairs/Center Directors

BIEN: Jerry mentioned that there have been around 400 responses from BIEN's recent grad student recruitment efforts.

CSE: Laxmi reported that CSE has had to cancel some upper division and graduate classes this year.

MSE: Alex indicated that MSE has received about 20-25 grad student applications so far and that the Program's first graduate student will start in Winter 2010. An MSE poster will need to be developed.

CE: Walid reported that a new web page is being developed and that a proposal to offer an MS in Computer Engineering is in process

Masters of Engineering: Tom stated that we've received feedback from the Academic Senate committees reviewing the proposed on-line MS Engr degree program. Tom is drafting responses that will be submitted prior to the Academic Senate's January 2010 meeting.

CNSE: Robert reported that CNSE is having difficulties with the Clean Room card reader. Pat responded that we've requested Physical Plant to provide cost and schedule estimates of replacing all the Bourns card readers with the same system used in EBUII. Unfortunately, a new system would mean that CNSE would have to revise its automated billing system which uses input from the Clean Room card reader.

CEE: Yushan stated that Will Suh will be sending emails to potential grad students with GPAs above 3.5. Also, current CEE grad students will be calling domestic CEE grad student candidates to encourage them to complete their applications in GradSIS. Also, Yushan reported that CEE faculty are very concerned with the Grad Division's decision to reduce NRT support from 6 to 4 quarters for International grad students. Yushan stated that CEE students have found it very difficult to successfully take qualifying exams before the 6th quarter and thus they need 6 quarters of NRT support.

ME: Shankar reported that ME had a departmental faculty meeting that morning. ME's self-study has been approved by the Academic Senate in advance of its February 5-6, 2010 CEP review. Also, ME felt that the recent grad student Open House was not coordinated very well.

5. Graduate Education - Mark

Mark mentioned that the problems with the grad student Open House could be related to loss of the Grad Student Coordinator position in the Dean's Office. Mark thanked BIEN for its recent grad student recruitment efforts. There are about 700 BCOE applications in the GradSIS queue although only about 200 of them are completed. Mark confirmed that the Grad Division will only be providing 4 quarters of International NRT next year. The Grad Division has indicated that these NRT funds are needed to offset the higher grad student fees recently approved by UC. Mark noted that the Grad Division's initial summary of support to BCOE did not seem to provide any additional Fellowship funds to cover these additional fees. After Mark pointing this out, the Grad Division Dean will be providing a revised financial summary to BCOE. If the Grad Division provides 4 quarters of NRT for 72 International students, this equals 288 quarters of NRT support which would only cover 48 International students at 6 quarters of NRT. As such, this loss of NRT could decrease the total number of grad students in BCOE by 24. The Grad Division Dean has offered to meet with BCOE Chairs to discuss this NRT decision. It was suggested that perhaps a Town Hall meeting with all BCOE faculty would be more appropriate. After discussion, it was decided that Reza may want to invite the Grad Division Dean to a future Chairs/Directors meeting. Laxmi noted that UCR is more generous than other UC campuses in its support of Engineering grad students.

6. Undergraduate Education - Ravi

Ravi reported that the Academic Senate is reviewing the proposal to combine ABET and CEP reviews of undergraduate programs in BCOE. Ravi will be sending ME's ABET criteria to the Academic Senate as an example of the types of criteria used by ABET. If approved, it may mean that some additional items will need to be added to a program's ABET documentation to satisfy CEP. Ravi distributed two spreadsheets. The first one lists the numbers of Part-time and No-Enrollment undergraduates by UCR Academic unit. BCOE has 221 Part-time students (i.e., taking less than 12 credits per quarter). About half of these BCOE students are Freshmen. The second handout lists the UCR courses that are in demand by these part-time BCOE students (based on a sample size of about 30). The highest in-demand courses are in English (ENGL 1A and 1B), Chemistry (1A) and ME2. The campus has agreed to increase the number of spaces available for these English and Chemistry courses. ME wants to analyze the enrollments in ME2 since it believes that there are a large number of non-BCOE students enrolling in this course. It is felt that these non-BCOE students are signing up for ME2 because other courses in CHASS and CNAS are closed. ME will try to prioritize ME2 enrollments for BCOE students. Another option would be for ME to offer a General Education course, such as the proposed new course entitled "How Things Work."

7. Other Matters

Jerry noted that CNAS has sent an email message detailing efforts to offer Research Ethics training to faculty, staff and students. This training is needed to respond to NSF's new Responsible Conduct of Research (RCR) requirement. Mitch will send out an email summarizing expected BCOE and UCR training efforts in the next day or two.

In response to a question from Jerry, the Dean's Office will be verifying the utilities and services available during the campus holiday closure period and will be providing this information to departments.

Mitch reminded participants that the next ABET review cycle starts in 2012 for most BCOE programs. We're already in the two-year review period before the next ABET visit. It's particularly important for departments to schedule their Board of Advisors meetings this year.

Shankar asked about the new campus policies regarding contract/grant expense transfers. Pat responded that the campus recently implemented controls to stop expense transfers to contracts/grants that are beyond 120 days old and to stop the transfer of expenses if they have been transferred previously. The campus believes that departments shouldn't need more than one opportunity to make corrections and should be able to do this within 120 days. Pat noted that any exceptions to these new rules will need to be submitted through the Dean's Office.



Chairs' & Center Directors' Meeting

December 7, 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 16, 2009 Meeting | Pat |
| 3. | Faculty Recruitment | Reza |
| 4. | Department Updates | Chairs/Center Directors |
| 5. | Graduate Education/Recruitment | Mark |
| 6. | Undergraduate Education | Ravi |
| 7. | Other Matters | |

The next scheduled meeting will be

Friday, December 18, 2009

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

Course	Demand among respondents	Projection of BCoE demand
MATH 111	1	3
ME 2	9	30
ME 110	3	10
ME 113	3	10
PHIL 124	1	3
PHIL 126	1	3
MATH 4	1	3
ENGL 1A	7	23
ENGL 1C	1	3
ENGL 1B	8	27
CHEM 1A	8	27
MATH 9B	1	3
PHYS 40A	1	3
CS 10	2	7
MATH/CS 11	2	7
BUS 20	1	3
BIOL 5A	1	3
PHYS 40B	1	3
BUS 109	1	3
BUS 129	1	3
BUS 171	1	3
HIST 108	1	3
ART HIST 17B	1	3
ECON 1	1	3
PSYC 142	1	3
ECON 2	1	3
CS 61	1	3
HIST 20	1	3
	62	208

Part-Time and No Enrollment
Winter 2010

Thursday December 03, 2009	Part-Time Enrollment
BU	112
FR	0
SO	0
JR	23
SR	89
SU	0
SZ	0
EN	221
FR	97
SO	41
JR	40
SR	42
SU	0
SZ	1
HS	891
FR	334
SO	149
JR	176
SR	227
SU	5
SZ	0
NA	604
FR	306
SO	149
JR	65
SR	82
SU	1
SZ	1
TOTAL	1828

Thursday December 03, 2009	No Enrollment
BU	32
FR	1
SO	3
JR	5
SR	23
SU	0
SZ	0
EN	78
FR	20
SO	21
JR	15
SR	19
SU	1
SZ	2
HS	615
FR	155
SO	112
JR	167
SR	174
SU	5
SZ	2
NA	368
FR	83
SO	74
JR	114
SR	96
SU	0
SZ	1
TOTAL	1093