Chairs' & Center Directors' Meeting Minutes

Date: February 22, 2010 (12:00 to 2:00 pm)
Location: EBU II – Room 443
Attendees: Abbaschian, Reza
                 Balandin, Alex
                 Bhuyan, Laxmi
                 Boretz, Mitch
                 Davidson, Don
                 Haddon, Robert
                 Hartney, Pat
                 Lake, Roger
                 Mahalingam, Shankar
                 Matsumoto, Mark
                 Parker, Linda
                 Payne, Tom
                 Ravi
                 Rodgers, Victor (for Jerry Schultz)
                 Yan, Yushan
Absent: Barth, Matt
                 Bhanu, Bir
                 Najjar, Walid
                 Norbeck, Joe
                 Schultz, Jerry

The agenda for the meeting is shown in Appendix 1.

1. Welcome and call for agenda items - Reza
Reza congratulated Victor Rodgers for his Distinguished Engineering Educator of the Year award from the Engineers Council of the San Fernando Valley. This award was presented last weekend at the Sheraton Universal Hotel. Reza also congratulated Alex Balandin for his recent article in the on-line and print editions of Nature on the properties of bismuth telluride (Bi_2Te_3). No new items were added to the agenda.

2. Approval of Minutes - Pat
The minutes of the February 8th Chairs/Directors meeting were unanimously approved.

3. Don Davidson Introduction
Reza introduced Don Davidson to the group. Don has been a Senior Public Information Officer in UCR's Office of Strategic Communications for the last several months. In this capacity, he was Strategic Communication's liaison to the Graduate School of Education, the School of Business Administration and

BCOE. He is being hired as BCOE's Communications and Marketing Manager effective 3/15/10. Reza reminded participants that Jim Dexter's Director of Communications position was lost during the budget reduction process and Judy Chappell is retiring on 4/1/10. Don will have two weeks of overlap with Judy. Don stated that his previous work in academia, particularly as Director of Public Relations at Harvey Mudd College, is very relevant to his new position at BCOE. He is looking forward to working with faculty and staff in BCOE and will set-up meetings with departments and centers after his appointment starts.

4. UC 2010 Ethical Values & Conduct - Reza
Reza pointed out the letter from Vice Chancellor Bolar attached to the agenda. Beginning February 2010, all UCR faculty, staff, postdocs and student employees will be required to complete annual Ethical Values and Conduct training. Specific researchers will be excluded from this requirement since they will need to complete the annual Compliance Briefing for Researchers. The due date for this year's training is 12/31/10. The Ethical Values and Conduct training will be available on-line and via monthly classroom training sessions.

5. Technical Credit for General Courses – Ravi
Ravi distributed a hand-out entitled "New College-Level Gen. Ed. Courses." Five of the seven courses listed have BCOE departmental sponsors. The two remaining courses (Technology & Culture and History of Technology) need a BCOE sponsoring department. Funds for lecturers for these courses will be provided by BCOE. TAs for these courses will be provided through BCOE's existing TA allocation process which will take into consideration the increased Undergraduate Workload FTE generated by these courses. Ravi suggested that departments offering these courses get the same (minimum) Undergraduate Workload FTE (3.33) and that the remaining Undergraduate Workload FTEs generated by these courses be divided equally across all BCOE departments. This suggestion would encourage departments to offer ENGR courses but also share the excess Undergraduate Workload FTE generated. An option would be to share the remaining Undergraduate Workload FTE in proportion to BCOE departmental enrollments in the courses. The (75 student) enrollment estimates used by Ravi are likely low. Reza will request additional lecturer and TA funding for these courses from the campus. ME 003 is primarily designed for CHASS students. Roger volunteered Electrical Engineering to offer ENGR 108/109 "History of Technology" starting Spring 2010. Victor indicated that Bioengineering would be interested in offering ENGR 021 "Technology & Culture" starting next academic year.

6. Graduate Education/Recruitment - Mark
At the request of Reza, Tom summarized the current status of BCOE's on-line MS ENGR proposal. The Grad Council recently responded to BCOE's proposal and asked for clarifications and additional information. The Grad Council wants another example of a successful on-line MS program (in addition to UCLA) and wants an example of an on-line course's content. Tom received a separate email from the Chair of the Grad Council encouraging BCOE's efforts to initiate this program. Reza stated that Bioengineering volunteered to offer the first BCOE on-line MS ENGR program but that other BCOE departments should consider adding their programs at this time. Otherwise, it will take departments another year to go through the campus' approval process. It was also noted that UCB is initiating an on-line/residential MS program soon. Tom will email electronic copies of BCOE's latest proposal to the Chairs/Directors.

Mark distributed the latest summary of grad student applications, admits and acceptances. This year's number of BCOE applications is slightly higher than last year's number. There have been 50 (domestic student) BCOE offers so far and a total of 130 offers are in process. There are 16 (domestic) accepts so far. It was

noted that the number of CHASS admits is far below its target. Also, BCOE has more grad student applications this year than either CHASS or CNAS. Reza pointed out that the campus already has reduced NRT support to four quarters from six, reducing the NRT by 72 X 2 quarters or about $700k, for the next year to cover the fee increase for the campus, and he said he anticipates the Grad Division's support for NRT will likely decrease again next year. Therefore, it is important to recruit more domestic students, particularly since there are many high quality applicants. Also, Reza expects the Grad Division Dean to evaluate the number and quality of applications in each Grad Advisor's program. The Grad Division wants all domestic student applications to be reviewed by a program before any offers are made to international students. Yushan stated that CEE recently held its grad student visitation event. There were 25 grad student attendees (4 from UCR). It was noted that other BCOE departments will hold their visitation events on March 12th and 13th.

7. Undergraduate Education - Ravi
Ravi stated that the Dean's Office had a Commencement Planning meeting with UCR Event Management last week. This year's Commencement will be at 6pm on Monday, June 14th.
Also, Ravi noted that departments need approval from the Academic Senate to restrict enrollments in courses it offers to its majors only.
Ravi stated that UCR expects to enroll about 3,800 freshmen this year including about 600 for BCOE. Ravi noted that BCOE is restricting enrollment to freshmen with Academic Index Scores (AIS) above 900. BCOE applicants with AIS scores below 900 are being waitlisted. BCOE's Pre-Engineering option is not yet approved.

8. Faculty Recruitment - Mark
Mark distributed a summary of the number of applications to date for the open BCOE faculty searches. There have been about 400 applications for MSE so far. Several MSE candidates applied to more than one department. Files are being reviewed by BCOE Search Committees. There are only 82 applications for the senior Civil Engineering position. It was noted that CSE's searches were only recently initiated and there are already 154 applicants. CSE will give full consideration to applications submitted before 3/8/10. Victor Hill has already interfaced with the Office of Affirmative Action in an effort to facilitate approval of candidate visits. For candidates that have applied to multiple departments, it was suggested that 1 ½ day schedules be developed so that each department has five meeting slots available. Joint seminars for these candidates should also be arranged.
Reza announced that BCOE departments will be allocated $5K for each faculty search. As such, CSE will receive $10K and CEE, ME and BIEN will each receive $5K. EE will not receive any faculty search funding this year. In addition, all BCOE departments will receive $5K to support departmental seminars.

9. Departmental Updates
Shankar noted that it was recently announced that Javier Garay will be receiving an NSF Career Award. He has also been approved for tenure. Mitch stated that NSF Career awards are also expected this year for David Cwiertny and Sharon Walker.
Reza mentioned that he hosted the Chancellor's Cabinet meeting this morning and presented a 10 minute briefing on BCOE. Among other facts, he noted that BCOE processed about 300 research proposals last fiscal year. Mitch noted that BCOE faculty have a relatively high success rate for research proposals.
Lastly, Reza stated that Jeanette Wing indicated that she was very pleased with the quality of BCOE's faculty during her recent visit to UCR.

UNIVERSITY OF CALIFORNIA
RIVERSIDE
BOURNS COLLEGE OF ENGINEERING

Chairs' & Center Directors' Meeting

February 22, 2010
Agenda

Engineering Building Unit II – Room 443

1.	Welcome - Request for Agenda Items from the Floor	Reza
2.	Approval of Minutes from February 8, 2010 Meeting	Pat
3.	Don Davidson Introduction	
4.	UC 2010 Ethical Values & Conduct	Reza
5.	Technical Credit for General Courses	Ravi
6.	Graduate Education/Recruitment	Mark
7.	Undergraduate Education	Ravi
8.	Faculty Recruitment	Mark
9.	Department Updates	Chairs/Center Directors
10.	Other Matters	

The next scheduled meeting will be

Monday, March 8, 2010
Please note: Meetings will be held in EBU II – Room 443

February 8, 2010

✓ Dean Reza Abbaschian
  Dean Thomas Baldwin
  Dean Steven Bossert
  Dean Craig Byus
  Dean Joseph Childers
  Campus Counsel Michele Coyle
  Dean Stephen Cullenberg
  Interim Dean Sharon Duffy
  Vice Provost David Fairris
  Associate Chancellor Cynthia Giorgio
  Vice Chancellor Peter Hayashida
  University Librarian Ruth Jackson
  Vice Chancellor Charles Louis
  Chair Anthony Norman
  Vice Chancellor and Dean G. Richard Olds
  Associate Vice Chancellor Charles Rowley
  Vice Chancellor James Sandoval
  Executive Director Carolyn Stark
  Dean David Stewart

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COE Dean's Office

Chairs meeting

Dear Colleagues:

As part of ongoing compliance requirements for the UC system, the UCOP Office of Ethics, Compliance & Audit Services is close to deploying the UC 2010 Compliance Briefing: UC Ethical Values and Conduct. Details about the briefing and those required to complete it are listed below. Compliance with this course will be managed through the UC Learning Center, which is the systemwide Learning Management System. Please contact compliance-training@ucr.edu if you have questions about the requirement or deployment at UCR.

UC 2010 Compliance Briefing: UC Ethical Values and Conduct

- **Required Audience:** All UCR employees (faculty, staff, postdocs, student employees) will be required to complete this annually *except* specific researchers who need to complete the UC 2010 Annual Compliance Briefing for Researchers.
- **Deployment Date:** Projected rollout will begin in February, 2010.
- **Due date:** December 31, 2010
- **Delivery Method:** The systemwide briefing will be available online. Automated email notifications will be sent out to all those required to complete the training.
- **Alternative Delivery Methods:** Classroom training sessions will be available on a monthly basis beginning in February 2010. Organizational units interested in providing classroom training to their employees will be able to participate in train-the-trainer sessions which will

be offered in February 2010. An announcement of the schedule and registration instructions for classroom training and train-the-trainer sessions will go out to the campus in late January.

Thank you in advance for supporting these requirements within your organizations.

Sincerely

Gretchen S. Bolar
Vice Chancellor

CC: Chancellor White
EVC/Provost Rabenstein
AVC Marilyn Voce
Chief Financial and Administrative Officers

New College-Level Gen. Ed. Courses

Number	Course Name	Init. Dept	Enrlmt/year	BCoE Only?	UG Wkld FTEs	BCoE share
ENGR 021	Technology & Culture (4)	? SOC	75 (BCoE)	N	6.7	3.33
ENGR 060	Engineering Economics (4)	CE ECON	75 (BCoE)	Y	6.7	6.7
ENGR 170	Techn., Policy, & Ethics (4)	CE PBPL	75 (BCoE)	N	6.7	6.7
ENGR 171	Globalization (4)	CE PBPL	75 (BCoE)	N	6.7	6.7
ENGR 108/109	History of Technology (4)	? HIST	300 (BCoE)	N	26.7	13.33
ENGR 180	Tech. Commun. (3)	CSE	300 (BCoE)	Y	20	20
ME 003	How Things Work (4)	ME	100 (CHASS)	(H)N	8.9	8.9
						65.7

Issues

1. Each of these courses needs a "home" department
   - 021, 108/109 have no initial participation from any BCoE department
   - Not all BCoE departments initiated courses (EE/BIEN)
2. Departments need an incentive to host courses
   - Large disparities in workload generation exist across courses

Strawman proposal for discussion

1. College pays any lecturer salaries towards teaching these courses
2. TA support, when needed, is drawn from a college-wide candidate pool
3. Each department gets the same number of workload FTEs per course hosted
   - Equal to the minimum workload FTE generated by any of these courses (3.33 above)
4. The remaining FTEs are divided equally across the departments
   - Department's FTE share results from participation in program

2010-11 BCOE GRADUATE RECRUITMENT TARGETS

Dept	M.S.	Ph.D.	Total	Accepts	% of Target
BIEN	5	15	20	4	20.0%
CEE	3	17	20	0	0.0%
CSE	20	25	45	0	0.0%
EE	13	32	45	0	0.0%
MSE	2	6	8	0	0.0%
ME	4	8	12	0	0.0%
Subtotal	47	103	150	13	8.7%

2010-11 CAMPUS TARGETS

College	Total	To Date	% of Target
BCOE	150	13	8.7%
CHASS	???	2	#VALUE!
CNAS	???	17	#VALUE!
DBS	???	0	#VALUE!
GSOE	???	1	NR
Subtotal	150	32	21.3%

Graduate Division Data as of February 17, 2010

International Students

Program	Apps			Admits			Accepts		
	2008	2009	2010	2008	2009	2010	2008	2009	2010
BIEN	26	25	25	0	0	0	0	0	0
CEE	81	111	129	0	9	0	0	0	0
CS	394	425	331	0	0	0	0	0	0
EE	417	416	332	0	3	0	0	2	0
MSE	NA	NA	49	NA	NA	0	NA	NA	0
ME	89	64	68	0	0	0	0	0	0
Total	1007	1041	934	0	12	0	0	2	0

Domestic Students

Program	Apps			Admits			Accepts		
	2008	2009	2010	2008	2009	2010	2008	2009	2010
BIEN	24	22	62	2	6	25	0	0	9
CEE	30	22	60	9	5	19	0	0	4
CS	37	55	61	0	0	0	0	0	0
EE	35	33	57	1	0	0	0	0	0
MSE	NA	NA	7	NA	NA	0	0	0	0
ME	10	16	20	0	1	0	0	0	0
Total	136	148	267	12	12	44	0	0	13

Total Students

Program	Apps			Admits			Accepts		
	2008	2009	2010	2008	2009	2010	2008	2009	2010
BIEN	50	47	87	2	6	25	0	0	9
CEE	111	133	189	9	14	19	0	0	4
CS	431	480	392	0	0	0	0	0	0
EE	452	449	389	1	3	0	0	2	0
MSE	NA	NA	56	NA	NA	0	NA	NA	0
ME	99	80	88	0	1	0	0	0	0
Total	1143	1189	1201	12	24	44	0	2	13

Unit	Apps		Admits		Accepts		One Year Percent Change		
	2009	2010	2009	2010	2009	2010	Apps	Admits	Accepts
BCOE	1189	1201	24	44	2	13	1.0%	83.3%	550.0%
CHASS	1197	1071	112	20	7	2	-10.5%	-82.1%	-71.4%
CNAS	1328	1143	116	163	3	17	-13.9%	40.5%	466.7%
DBS	46	50	5	4	0	0	8.7%	-20.0%	#DIV/0!
AGSM	261	120	33	13	1	1	-54.0%	-60.6%	0.0%
GSOE	142	96	4	2	3	2	-32.4%	-50.0%	-33.3%
Total	4163	3681	294	246	16	35	-11.6%	-16.3%	118.8%

2009-10 BCOE FACULTY SEARCH

MSE	Asst	Assoc	Full	Total
BIEN	139	6	4	149
CEE	194	13	10	217
CSE	9	2	0	11
EE	72	6	8	86
ME	176	17	5	198
Subtotal	355	27	18	400
CIVE	61	10	11	82
CSE	142	11	2	154