

Chairs' & Center Directors' Meeting Minutes

Date: April 26, 2010 (12:00 to 2:00 pm)
Location: EBU II – Room 443
Attendees: Abbaschian, Reza
Aguilar, Guillermo (for Shankar Mahalingam)
Barth, Matt
Bhanu, Bir
Bhuyan, Laxmi
Boretz, Mitch
Davidson, Don
Hartney, Pat
Lake, Roger
Payne, Tom
Najjar, Walid
Ravi
Schultz, Jerry
Yan, Yushan

Absent: Balandin, Alex
Haddon, Robert
Mahalingam, Shankar
Matsumoto, Mark
Parker, Linda

The agenda for the meeting is shown in Appendix 1.

1. Welcome and call for agenda items - Reza

Reza announced that Shankar is in Florida so Guillermo is representing ME at this meeting. Reza added the following items to the agenda: Tim Willette's departure, the May 21st BCOE Council of Advisors Meeting and the June 4th BCOE Faculty Meeting.

2. Approval of Minutes - Mitch

The revised minutes of the April 12th Chairs/Directors meeting were unanimously approved.

3. Commencement - Don

Don stated that the campus deadline for the Commencement Program is 5/1/10. Since May 1st is a Saturday, Don believes that the deadline will be extended to Monday, May 3rd. He noted that BCOE's Commencement Speaker, Robert Brown from Ford Motor Company, has confirmed his attendance. There are four applications for BCOE's Student Speaker. Ravi noted that a Student Speaker will be selected by May 3rd. There will be space in the Commencement Program for four BCOE student testimonials and photos. Two undergrads and one graduate student have been identified so one more grad (or possibly undergrad) student is needed. Yushan will confer with his department and will forward a student nomination. Reza asked Guillermo to be the Faculty Marshal at this year's Commencement. There are four applications so far for Student Marshals and selections will be made by May 3rd. The Name Readers will be Ravi and Mark. The Tassel Turner will be a representative from ASUCR. Don will ask Julia to sing again at this year's Commencement. The Alumni Association will be responsible for the Alumni Salute.

Reza noted that we expect the number of students and guests to be about the same as last year (~1,500). After discussion, it was generally agreed that there should be a central location for food at BCOE's Post-Commencement event and that departments should have their own rooms for drinks and desserts. EE and CSE want to share a single room since they have many common (CE) students. Don will meet with representatives of the departments to coordinate BCOE's Post-Commencement activities.

4. Workload Policy Revisions - Reza

- Reza distributed copies of BCOE's current Faculty Instructional Workload Policy (dated 12/4/08). Roger indicated that the sentence in the Policy stating that course relief/course buyouts do not count toward a Sabbatical Leave in Residence is unclear. Reza responded that the intention is not to give course credit for student advising to a faculty member during a Sabbatical Leave in Residence since this would be unfair to faculty taking full sabbaticals (who would still be expected to advise their grad students). After discussion, the sentence will be changed to "Course release/relief or course buyouts are disallowed during a Sabbatical Leave in Residence." Reza stated that the course relief section of the policy was designed to give Chairs flexibility in giving credit for grad student supervision. The other option would be to force the Chairs to assign courses to faculty that have fewer grad students to supervise. Reza will provide a listing of courses taught by senior BCOE faculty to the next Chairs/Directors meeting.

5. MSE Building and Secondary Effect - Reza

Reza stated that there will be space available in Bourns and EBUH when BCOE faculty move to the new MSE Building next year. Reza asked departments to forward to him requests from BCOE faculty for additional lab space. Appropriate justifications for additional lab space are safety concerns (i.e., too many students per teaching lab) and lab space needed for additional grad students. Departments can request grad student office space if the student currently has desk space in a lab. Requests for equipment for these additional labs will need to be made later.

6. Undergraduate Education - Ravi

Ravi stated that Chairs should be prepared to update their programs' ABET status at the next Chairs/Directors meeting. It was noted that the next ABET visit will be in the Fall of 2012. Ravi distributed a comparison of 2009 and 2010 undergraduate applications, admits, SIRs and enrolled students by BCOE department. This year's number of SIRs was up 48% from last year. The number of incoming BCOE freshmen was estimated at about 638 but the final number could be much higher. It is believed that some of these students are waitlisted at other UC campuses so they may not enroll at UCR. The UC SIR deadline is 5/1/10. It was noted

that the number of incoming freshmen has little initial impact on BCOE since they take most of their freshmen and sophomore courses in CHASS and CNAS. Also, many students drop out of Engineering by their Junior year (although BCOE's retention rate is improving). The increase in number of SIRs is particularly high in ME and BIEN which will impact their undergraduate labs.

7. Graduate Education - Mark

Mark was not available for the meeting. Reza reminded participants that Mark recently sent the latest BCOE grad student enrollment figures to Chairs.

8. Departmental Updates

Laxmi noted that CSE's ranking in US News and World Report jumped to 53rd which is in the top 25% nationally. Also, he noted that Teodor Przymusinski was retiring in June 2010.

Yushan stated that CEE will complete its faculty recruitment visits this week. Also, he noted that about 20 of CEE's 30 grad student acceptances this year are domestic students. Additionally, two undergraduate research teams from CEE are in an EPA competition in Washington D.C. \$75,000 in grants will be awarded by EPA as a result of this competition. Lastly, an EPA STAR Fellowship was recently announced for a CEE grad student.

Bir mentioned that a DoD Instrumentation grant was recently announced for CRIS researchers. This grant includes the purchase of small helicopters.

9. Other Matters

Reza noted that all BCOE departments are now included in the latest US News and World Report's rankings. BCOE's overall ranking remained at 66th. Reza was concerned that BCOE's ranking would decrease due to the high number of BCOE faculty recently hired (since it takes them time to acquire grants and grad students).

Reza stated that Tim Willette has been hired by UCR's Finance and Business Office (FBO) and will be leaving BCOE in mid-May. As such, departments will need to assume more responsibility for space needs (including work orders to Physical Plant) and lab safety. If funds are identified, a replacement for Tim will be hired to focus on BCOE safety and facilities.

Reza announced that a BCOE Council of Advisors meeting has been scheduled for May 21st. Reza will send the list of current Advisors to Chairs and Directors. The meeting will include presentations on UC Light, SC-Rise and other presentations on faculty and student research and undergraduate outreach.

A BCOE Faculty Meeting has been scheduled for June 4th at 3pm and will include recognitions for Teodor's retirement and Shankar's departure (to the University of Alabama/Huntsville).

Mitch stated that BCOE may respond to a DOE solicitation on photovoltaic manufacturing (focusing on US manufacturing). There will be an on-line bidder's conference this Thursday. This effort will involve a significant cost sharing component. Awards are expected to be about \$2M/yr for each center.

Lastly, Mitch announced that CEE also received a DoD Instrumentation award.



Chairs' & Center Directors' Meeting

April 26, 2010

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 April 12, 2010 Meeting | Mitch |
| 3. | Commencement
Student Speakers – any suggestions?
Marshals – any suggestions? | Don |
| 4. | Workload Policy Revisions | All |
| 5. | MSE Building & Secondary Effect | Reza |
| 6. | Undergraduate Education | Ravi |
| 7. | Graduate Education | Mark |
| 8. | Departmental Updates | Chairs/Center Directors |
| 9. | Other Matters | |

The next scheduled meeting will be

Monday - May 10, 2010

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

Major	Applications			Admits			SIRs			Enrolled		
	2010	2009	%Diff	2010	2009	%Diff	2010	2009	%Diff	2010	2009	%Diff
Bioengineering	932	494	89%	1075	464	132%	101	49	106%	0	0	
Bioengineering BS + MS	249			59			0			0		
Business Informatics	79	65	22%	69	50	38%	14	10	40%	0	0	
Chemical Engineering	503	302	67%	532	336	58%	42	30	40%	0	0	
Chemical Engineering BS + MS	113	99	14%	20	19	5%	2	1	100%	0	0	
Computer Engineering	578	540	7%	451	440	3%	74	49	51%	0	0	
Computer Science	430	415	4%	518	494	5%	73	56	30%	0	0	
Computer Science BS + MS	266	245	9%	35	42	-17%	1	1	0%	0	0	
Electrical Engineering	557	500	11%	633	436	45%	59	42	40%	0	0	
Electrical Engineering BS + MS	183			21			2			0		
Environmental Engineering	173	168	3%	231	227	2%	40	34	18%	0	0	
Environmental Engineering BS + MS	144	113	27%	18	17	6%	0	3	-100%	0	0	
Materials Science and Engineering	299	319	-6%	296	315	-6%	11	10	10%	0	0	
Mechanical Engineering	883	775	14%	1049	935	12%	120	77	56%	0	0	
Mechanical Engineering BS + MS	405	341	19%	40	36	11%	1	2	-50%	0	0	
TOTAL FRESHMEN	5794	4376	32%	5047	3811	32%	540	364	48%	0	0	
Total BS	4434	3578	24%	4854	3697	31%	534	357	50%			
Total BS+MS	1360	798	70%	193	114	69%	6	7	-14%			

BCOE Faculty Instructional Workload Policy

A normal classroom teaching load in the College consists of four (4) courses per academic year.

Deviations from the above teaching load varies by department but may include the following:

- New faculty members may be given one quarter teaching relief when joining UCR in order to get their research started. New faculty may also delay teaching their graduate specialty course until a significant body of graduate students is established in their research specialty.
- Untenured faculty members may be given one course relief for one year or up until they are tenured
- Between one and two course relief is provided the Department Chair; one course relief is provided the Vice-Chair, Graduate Advisor. Center Directors, faculty members with split appointments or with special administrative duties may have a different agreement.
- The course load for Associate Dean is consistent with the percent of the faculty appointment

In all cases, deviations from the normal teaching load are reviewed by the College Dean's Office for appropriateness and compliance with UC policies. Approval for any such deviation must be obtained from the Dean, College of Engineering.

In addition to the normal course load, instruction, training and supervision of students' research activities are an important teaching activity for BCOE faculty. These include instruction of undergraduate student research assistants either in the summer or during the academic year as special studies or paid research assistantships, and supervision/instruction of graduate students (M.S. or Ph.D. level). The College goal is to reach on the average 4.5 PhD and 2 MS students per faculty. A faculty member may be given one course relief during the year if he/she has a total of 6 or more graduate students registered in the faculty member's supervised research courses (297 or 299) or graduate students funded as GSR's during the same fiscal year from the faculty member's contracts/grants. An additional course relief may be given for supervising exceptional number of graduate students (12 students or more) upon recommendation of the chair and approval by the Dean. Course relief generated by graduate student supervision can only be carried over one fiscal year.

Sabbaticals and Course Relief:

1. In addition to releasing a faculty member from all other duties, a one-quarter sabbatical releases a faculty member from 1 course of his or her 4-course load.
2. In addition to releasing a faculty member from all other duties, a two-quarter sabbatical releases a faculty member from 3 courses of his or her 4-course load.
3. In addition to releasing a faculty member from all other duties, a three-quarter sabbatical releases a faculty member from all 4 courses of his or her 4-course load.

Course release/relief or course buyout ~~does not count toward~~ a Sabbatical Leave in Residence.

Course relief provided for supervision of graduate students as noted above does not qualify as a course taught during the academic year when a faculty member is taking a (1,2, or 3 quarter) sabbatical leave and cannot be counted toward an In Residence Sabbatical Leave.

Course Buyout Policy:

A faculty member may request from the Dean, via the Department/Program Chair, to buyout from teaching. The current teaching load for a research active faculty member is four quarter courses; those not active in research will have a much higher teaching load.

During the buyout period:

- 1) The faculty is expected to participate in her/his service and research activities and
- 2) The faculty is expected to be on campus.

Buyout cost: