

## **Chairs' & Center Directors' Meeting Minutes**

**Date:** July 14, 2008 (12:00 to 2:00 pm)  
**Location:** EBU II – Room 443  
**Attendees:** Abbaschian, Reza  
Aguilar, Guillermo (for Shankar Mahalingam)  
Bhanu, Bir  
Boretz, Mitch  
Hartney, Pat  
Lake, Roger  
Matsumoto, Mark  
Morikis, Dimitrios (for Jerry Schultz)  
Payne, Tom (for Laxmi Bhuyan)  
Ravishankar, Chinya  
Yan, Yushan

**Absent:** Balandin, Alex  
Barth, Matt  
Bhuyan, Laxmi  
Haddon, Robert  
Mahalingam, Shankar  
Norbeck, Joe  
Parker, Linda  
Schultz, Jerry

The agenda for the meeting is shown in Appendix 1.

### **1. Welcome – Request for Agenda Items from the Floor – Reza**

Reza announced that he will be on travel from July 15<sup>th</sup> through August 13<sup>th</sup>. Mark Matsumoto will be filling in for him during this period. Mitch added ABET to the agenda.

### **2. Minutes Approval - Pat**

The revised minutes of the 6/30/08 Chairs/Directors meeting were unanimously approved.

### **3. Graduate Education – Mark**

Mark distributed the latest FY 08/09 Grad Student enrollment data for UCR. This data shows that BCoE's grad student SIR's are currently at 163. BCoE has requested a reallocation of grad student fellowship funds since BCoE is above its (120) target but other academic units, particularly CNAS, are below their targets. UC's grad student application fees will increase from \$75 to \$85 next year and will increase to \$110 in three years. These increased fees may decrease the number of applications from international students. Reza asked the Chairs to review the use of departmental brochures to see if new

ones should be printed. New versions could be of higher quality if they are found to be useful in grad student recruitment. Jim Dexter will meet with individual Chairs to review their needs.

#### **4. Undergraduate Education - Ravi**

Ravi distributed a summary of UCR Freshmen and Transfer acceptances as of 7/14/08. This summary indicates that BCoE Freshmen SIR's are at 590 which is the highest level in BCoE's history. BCoE's total SIR's (including Transfers) is at 626. Ravi expects between 550-600 BCoE Freshmen for Fall 2008. Ravi noted that BCoE Student Affairs only has one Freshmen Advisor (Terri) but that other staff time will be re-assigned to help with Freshmen advising. Ravi mentioned that Student Affairs' (part-time) student worker has accepted an SAO I position on-campus. Student Affairs will need to hire a replacement. Reza stated that the campus is analyzing the effect of this large Freshmen enrollment on courses, including those in BCoE. It was noted that CSE may want to increase the course credit for its service classes from 4 to 5, similar to what was done for CHASS service classes. This change would increase CSE's undergrad student workload significantly. Reza noted that he hopes UCR will adopt the UCLA model for student workload which gives additional weight to PhD students (3.5) vs. undergrads (1.0 – 1.5). It was noted that the UC Regents are considering changes to undergrad admissions requirements. These changes would no longer require SAT scores and certain high school courses for top students. If approved, these changes would be implemented starting 2012.

#### **5. International Visa (Post Doctoral) – Reza**

Reza noted the International Scholars Center (ISC) attachment to the agenda. This attachment indicates that the total visa processing fees for foreign Post-docs will increase to \$8,885. These new fees are effective 7/1/08. ISC expects that BCoE departments will provide about \$50K in fees to help offset ISC's \$423K/yr. budget. Reza reported that the Academic Senate requested ISC's establishment and should have foreseen ISC's high budget and resultant fees to PI's and departments. Also attached to the agenda was an Office of Research Guidance on how these ISC fees can be charged to sponsored projects.

#### **6. Other**

Mitch stated that BCoE's ABET website is up and includes ABET meeting minutes, updates, etc. Jerry has determined that Bioengineering will apply to ABET in January 2010 which will lead to a Fall 2010 Review. Mitch mentioned that BCoE should have consistency with its internal assessments due to interdisciplinary programs such as Computer Engineering and MSE. Tom suggested that departments adopt the assessment template designed by EE. Ravi will convene an ABET Committee meeting this summer to discuss this issue. The final assessment template needs to be implemented by all BCoE programs by Fall 2008. Mitch pointed out that ABET's review criteria has changed twice since BCoE's review and that the Professional criteria is now included under Continuous Improvement.

In response to a question, Reza noted that BCoE has been approved to search for 5 faculty hires next year (3 continuing from last year's search, 1 for Marc's replacement and 1 for Civil). After discussion, it was recommended that the 3 continuing lines be directed to the materials area with Energy as a focus. Reza asked Yushan, Roger and Alex to draft the search plan for these positions.



# **Chairs' & Center Directors' Meeting**

**July 14, 2008**

## **Agenda**

Engineering Building Unit II – Room 443

- |    |   |      |
|----|---|------|
| 1. | Welcome - Request for Agenda Items from the Floor | Reza |
| 2. | Approval of Minutes from June 30, 2008 Meeting    | Pat  |
| 3. | Graduate Education                                | Mark |
| 4. | Undergraduate Education                           | Ravi |
| 5. | International Visa (Post Doctoral)                | Reza |
| 6. | Other Topics                                      |      |

The next scheduled meeting will be  
**Monday, August 18, 2008**

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

	Non ISC Pass Through Charges							Total Fees	
	Current USCIS Filing Fees	USCIS Fraud Fee ( Only department/unit can pay)	Scholar SEVIS Fees ( Paid by Scholar)	Attorney Fee	Recruitment Expenses	Shipping Expense	Subtotal Costs		ISC Fees
H1B(Nonimmigrant)	\$320	\$500	N/A			\$40	\$860	\$1,600	\$2,460
H1B(Nonimmigrant) Premium Processing	\$1,320	\$500	N/A			\$40	\$1,860	\$1,600	\$3,460
H1B Extension	\$320		N/A			\$40	\$360	\$800	\$1,160
F1/OPT to J-1	\$300		\$100			\$40	\$440	\$1,500	\$1,940
J-1 Visas per One Year	\$0		\$100			\$40	\$140	\$500	\$640
LPR (Permanent Resid.) Special Handling	\$1,485			\$6,000	\$1,000		\$8,485	\$400	\$8,885
LPR EB1/ EB2	\$1,485			\$6,000			\$7,485	\$200	\$7,685
Dependent Forms	\$300						\$300	\$150	\$450
J Waiver ( Dept. of State Fee)	\$215						\$215	\$500	\$715
I-765 EAD	\$340						\$340	\$150	\$490
O Visa	\$320						\$320	\$1,000	\$1,320
TN Visa	\$320						\$320	\$400	\$720
TN Extension	\$320						\$320	\$100	\$420
E-3 Visa	\$320						\$320	\$400	\$720

F1/OPT to J-1 is the change of status from the student-based optional practical training status to J-1 research scholar while in the US

SEVIS refers to the the US Department of State data system used to track scholar and students on cultural and academic exchange programs

**USCIS refers to the United States Customs and Immigration Services**

**EB1/EB2 refers to the Extraordinary and Exceptional Ability immigrant visa categories**

# Office of Research

## Guidance

### **Budgeting and Allocating International Scholar Center (ISC) Fees**

In July 2008, the International Scholar Center (ISC) implemented a fee-for-service model for visa processing services. The following guidance is provided to assist PIs, departments and research units with budgeting ISC fees in proposal budgets and allocating such costs to sponsored awards. Questions regarding this guidance should be directed to the Contract and Grant Officer assigned to your unit or Assistant Vice Chancellor for Research Bruce Morgan.

#### **Circumstances Where Budgeting and Allocating ISC Fees May Be Allowable**

The following are examples of circumstances where it may be allowable to budget ISC fees in extramural proposals and allocate such costs to sponsored awards:

1. A position that is essential to the conduct of a project will be (or has been) recruited and the recruitment will more than likely result (or has resulted) in the hiring of a person other than a U.S. citizen or a U.S. permanent resident.
2. The research team for a sponsored program includes a current UCR employee who is neither a U.S. citizen nor U.S. permanent resident, whose visa will expire during the project period and where the employee's continued participation in the research is essential to the conduct of the project.
3. A proposal includes an international exchange of visitors and the purpose of the program is, in part, to provide support for the travel of such visitors to enable face-to-face research collaborations.

The preceding is not an all-inclusive list of examples. Rather, it is meant to encourage thoughtful analysis and to illustrate that each situation is unique and should be evaluated based on the relevant facts and circumstances.

#### **Allowability**

The allowability of ISC processing fees as a direct cost in extramural proposals and on sponsored awards may be determined by considering the circumstances of each case in conjunction with applicable policies and regulations, including but not limited to:

- The terms and conditions of the sponsored award
- Sponsor proposal and award policies and regulations
- UCR/UC costing policies, including UCR's Cost Accounting Standards Board Disclosure Statement
- Code of Federal Regulations - 2 CFR, Part 220 (OMB Circular A-21, Cost Principles for Educational Institutions)

Effective Date: July 14, 2008

### **Budgeting ISC Fees in Extramural Proposals**

ISC fees may be budgeted in extramural proposals when such costs are allowable, allocable and will directly benefit a proposed project. Such costs should be proposed as a direct cost in an appropriate budget category and should be explained in the proposal's budget justification.

### **Allocating ISC Fees to Sponsored Awards**

ISC fees may be charged as a direct cost to a sponsored award when such costs are allowable, allocable and directly benefit the project. Such costs should be allocated to the sponsored award using an appropriate expenditure account. When ISC fees directly benefit more than one sponsored award, the allocation of such costs should be in accordance with 2 CFR 220, Subpart 45, Section C.4.d.(3) and UCR/UC policies. In either case, the decision to allocate ISC fees to a sponsored award should be supported by appropriate documentation.

### **Awards Resulting from Proposals Submitted Prior to the Effective Date of this Guidance**

In the event that circumstances warrant the allocation of ISC fees to a sponsored award that resulted from a proposal which was submitted prior to the effective date of this guidance, the Principal Investigator should allocate the expense to the sponsored award if there are sufficient funds to cover the expense. In the event that the sponsored award does not have sufficient funds, the Principal Investigator should:

- Allocate the ISC fees to an unrestricted fund source under their custodianship; and/or
- Request funding from his/her home department or college to cover the cost of the ISC fees.

International Scholars  
FY08/09

International Scholars Revenue Source		Detail	Full Recovery Fees Budget
Revenue	General Funds	Director's Salary	83,128
	General Funds	Director's Benefits	47,191
	General Funds	S&E (See Above)	5,000
	Admin Fees F1/OPT-J-1	Estimated 5 Cases @ \$1,500	7,500
	Admin Fees LPR(Permanent Resid.)	Estimated 60 Cases @ \$400	24,000
	Admin Fees J Visas	Estimated 200 Cases @ \$500	100,000
	Admin Fees Nonimmigrant(H1B)	Estimated 65 cases @ \$1,600	104,000
	Admin Fees H1-B Extensions	Estimated 65 Cases @ \$800	52,000
	<b>Total Revenue</b>		<b>422,819</b>

International Scholars Operating Budget				
Budget Category		Item		
Salaries	BC25 Salaries	Director	83,128	
		Administrative Analyst - Vacant	47,268	
		Administrative Analyst - Dockery	49,259	
		Administrative Assistant III	37,452	
		Student Assistants	15,120	
Total Salaries			232,227	
Benefits	BC 30 Benefits <sup>1</sup>	Director	19,951	
		Administrative Analyst Estimated 25% - Vacant	11,817	
		Administrative Analyst- Dockery	8,374	
		Administrative Assistant III	13,857	
		Students Estimated @ 4%	605	
Total Benefits			54,604	
Supplies & Expenses	BC40 Travel	Director/Staff Conferences and Travel	14,000	
		Programming for Scholars	10,000	
	Total Travel		24,000	
	BC41 Supplies & Materials	Office Supplies		7,200
			Total Supplies & Materials	7,200
	BC42 Services, Other	Shredding	3,000	
		Fingerprinting (Student Hires)	150	
		Technology Services &/or Software Development	69,191	
		Misc	500	
	Total Services		72,841	
	BC43 Mail Services	Campus Pick-up	2,545	
		Federal Express/Mail	6,000	
	Total Mail Services		8,545	
	BC44 Printing & Reprographics	Misc	500	
		Marketing Materials	1,500	
	Total Printing & Reprographics		2,000	
	BC45 Communication	Communications Worker Fee	1,124	
		Equipment & Long Distance	5,000	
	Total Communication		6,124	
	BC46 Computing	Printer Cartridges	978	
		Computer Equipment Replacement	2,000	
Microsoft Consolidated		500		
Total Computing		3,478		
BC47 Other	Training & Development (Workshops to Public)	6,000		
	License renewal for Director	400		
	Memberships (AILA, NAFSA)	2,500		
	Insurance	900		
Total Other		9,800		
BC70 Facilities	Copier Lease	2,000		
Total Facilities		2,000		
Total S&E			135,988	
Total Operating Costs			422,819	
Balance			0	

<sup>1</sup> Used actual benefit rates, except where noted

# BCOE GRADUATE STUDENT RECRUITMENT STATUS: 2008-09 COHORT

Graduate Division Data as of July 7, 2008

Program	Apps	Admits	Accepts	Target	% of Target
BIEN	61	22	10	15	66.7%
CEE	116	50	24	22	109.1%
CS	453	121	58	52	111.5%
EE	468	118	55	40	137.5%
ME	120	30	16	22	72.7%
<b>Total</b>	<b>1218</b>	<b>341</b>	<b>163</b>	<b>151</b>	<b>107.9%</b>

Unit	Apps	Admits	Accepts	Target	% of Target
BCOE	1218	341	163	120	135.8%
CHASS	1168	325	193	194	99.5%
CNAS	1367	340	158	227	69.6%
DBS	36	11	2	4	50.0%
AGSM	346	128	70		
GSOE	206	102	76	16	
<b>Total</b>	<b>4341</b>	<b>1247</b>	<b>662</b>	<b>561</b>	

Graduate Division Data as of July 7, 2007

Program	Apps	Admits	Accepts	Target	% of Target
BIEN	39	14	8	8	100.0%
CEE	113	44	23	20	115.0%
CS	335	87	41	35	117.1%
EE	314	90	45	35	128.6%
ME	98	54	36	23	156.5%
<b>Total</b>	<b>899</b>	<b>289</b>	<b>153</b>	<b>121</b>	<b>126.4%</b>

Graduate Division Data as of July 7, 2008

Program	International Students					
	2007			2008		
	Apps	Admits	Accepts	Apps	Admits	Accepts
BIEN	17	5	4	27	8	5
CEE	84	27	16	85	28	14
CS	277	58	26	407	93	39
EE	278	77	34	424	97	42
ME	76	43	28	93	21	12
Total	732	210	108	1036	247	112

Domestic Students

Program	2007			2008		
	Apps	Admits	Accepts	Apps	Admits	Accepts
BIEN	22	9	4	34	14	5
CEE	29	17	7	31	22	10
CS	58	28	15	46	28	19
EE	36	14	11	44	21	13
ME	22	11	8	27	9	4
Total	167	79	45	182	94	51

All Students

Program	2007			2008		
	Apps	Admits	Accepts	Apps	Admits	Accepts
BIEN	39	14	8	61	22	10
CEE	113	44	23	116	50	24
CS	335	86	41	453	121	58
EE	314	91	45	468	118	55
ME	98	54	36	120	30	16
Total	899	289	153	1218	341	163



# ACCEPT DATA AS OF ABOUT 7/14

## COLLEGE OF ENGINEERING FRESHMAN

Major	Fall 2000	Fall 2001	Fall 2002	Fall 2003	Fall 2004	Fall 2005	Fall 2006	Fall 2007	Fall 2008
BioEngineering									
Chemical Engineering	11	21	22	28	78	57	21	37	41
Computer Engineering	81	92	80	65	78	67	95	61	111
Computer Science	151	212	141	96	62	51	73	76	84
Electrical Engineering	25	38	41	44	44	43	38	45	61
Engineering (Prep)	140	123	45	62	52	10			
Environmental Engineering	3	12	16	7	27	15	29	18	35
Information Systems				11	7	6	6	9	6
Material Science & Engineering									23
Mechanical Engineering	26	68	106	98	101	91	112	128	154
Pre-Engineering					63				
<b>TOTAL FRESHMAN</b>	<b>437</b>	<b>566</b>	<b>465</b>	<b>411</b>	<b>512</b>	<b>340</b>	<b>431</b>	<b>420</b>	<b>590</b>

## COLLEGE OF ENGINEERING TRANSFER

Major	Fall 2000	Fall 2001	Fall 2002	Fall 2003	Fall 2004	Fall 2005	Fall 2006	Fall 2007	Fall 2008
BioEngineering									
Chemical Engineering	2	3	4	7	7	7	3	3	5
Computer Engineering	6	4	8	4	3	3	5	4	4
Computer Science	84	105	46	33	20	11	9	4	3
Electrical Engineering	10	6	6	18	16	15	7	6	6
Environmental Engineering	0	2	0	1	0	1	0	1	1
Information Systems	0	0	2	2	3	0	1	3	1
Limited Student	3	4	2	3	3	0	2	3	0
Material Science & Engineering									0
Mechanical Engineering	4	3	4	10	6	2	5	3	10
<b>TOTAL TRANSFER</b>	<b>109</b>	<b>127</b>	<b>72</b>	<b>78</b>	<b>58</b>	<b>39</b>	<b>37</b>	<b>30</b>	<b>36</b>

## COLLEGE OF ENGINEERING TOTAL

Major	Fall 2000	Fall 2001	Fall 2002	Fall 2003	Fall 2004	Fall 2005	Fall 2006	Fall 2007	Fall 2008
BioEngineering									
Chemical Engineering	13	24	26	35	85	64	24	41	45
Computer Engineering	87	96	88	69	81	70	100	64	114
Computer Science	235	317	187	129	82	62	82	80	90
Electrical Engineering	35	44	47	62	60	58	45	51	67
Engineering (Prep)	140	123	45	62	52				
Environmental Engineering	3	14	16	8	27	16	29	19	36
Information Systems	0	0	16	13	10	6	7	12	7
Limited Student	3	4	2	3	3	0	2	3	0
Material Science & Engineering									23
Mechanical Engineering	30	71	110	108	107	93	117	132	164
Pre-Engineering					63				
<b>TOTAL ENGINEERING</b>	<b>546</b>	<b>693</b>	<b>537</b>	<b>489</b>	<b>570</b>	<b>379</b>	<b>468</b>	<b>450</b>	<b>626</b>

# THIRD WEEK ENROLLMENTS

Major	Fall 2000	Fall 2001	Fall 2002	Fall 2003	Fall 2004	Fall 2005	Fall 2006	Fall 2007	Fall 2008
BioEngineering									
Chemical Engineering	0	0	0	0	0	8	52	47	
Computer Engineering	17	17	15	25	61	34	18	34	
Computer Science	77	80	75	55	72	56	83	58	
Electrical Engineering	150	195	124	82	61	45	67	68	
Engineering (Prep)	29	36	36	35	41	41	38	38	
Environmental Engineering	99	107	35	23	48	5	0	0	
Information Systems	5	11	12	5	22	10	23	15	
Material Science & Engineering	0	1	15	15	8	5	7	11	
Mechanical Engineering	36	62	103	90	90	90	109	127	
Pre-Engineering				33	52				
<b>TOTAL</b>	<b>413</b>	<b>509</b>	<b>415</b>	<b>363</b>	<b>455</b>	<b>294</b>	<b>397</b>	<b>398</b>	

Major	Fall 2000	Fall 2001	Fall 2002	Fall 2003	Fall 2004	Fall 2005	Fall 2006	Fall 2007	Fall 2008
BioEngineering									
Chemical Engineering	0	0	0	0	0	0	0	7	7
Computer Engineering	3	4	2	4	4	4	3	3	
Computer Science	4	3	3	4	1	1	2	3	3
Electrical Engineering	83	85	38	31	17	11	6	6	6
Environmental Engineering	6	3	7	14	10	13	6	7	7
Information Systems	0	1	0	0	0	3	0	0	0
Limited Student	0	0	4	1	2	0	2	2	2
Material Science & Engineering	3	4	4	3	3	2	2	2	2
Mechanical Engineering	3	4	3	7	1	3	10	10	10
<b>TOTAL</b>	<b>102</b>	<b>104</b>	<b>62</b>	<b>62</b>	<b>38</b>	<b>38</b>	<b>39</b>	<b>40</b>	

Major	Fall 2000	Fall 2001	Fall 2002	Fall 2003	Fall 2004	Fall 2005	Fall 2006	Fall 2007	Fall 2008
BioEngineering									
Chemical Engineering	20	21	17	29	65	38	21	37	
Computer Engineering	81	83	79	56	73	58	86	61	
Computer Science	233	280	162	113	78	56	73	74	
Electrical Engineering	35	39	43	49	51	54	44	45	
Engineering (Prep)	99	107	35	23	48	5	0	0	
Environmental Engineering	5	12	12	6	22	13	23	15	
Information Systems	0	1	19	16	10	5	9	13	
Limited Student	3	4	4	3	3	2	2	2	
Material Science & Engineering									
Mechanical Engineering	39	66	106	97	91	93	119	137	
Pre-Engineering				33	493	332	436	438	
<b>TOTAL</b>	<b>515</b>	<b>613</b>	<b>477</b>	<b>425</b>	<b>493</b>	<b>332</b>	<b>436</b>	<b>438</b>	