

Chairs/Directors meeting August 18, 2008

Present:

Reza Abbaschian
Guillermo Aguilar (for Mechanical Engineering)
Laxmi Bhuyan
Mitch Boretz
Mark Matsumoto
Dimitrios Morikis (for Bioengineering)
Linda Parker
Yushan Yan

Absent:

Alex Balandin
Matt Barth
Bir Bhanu
Robert Haddon
Pat Hartney
Roger Lake
Shankar Mahalingam
Joe Norbeck
Ravishankar
Jerry Schultz

WELCOME—REQUEST FOR AGENDA ITEMS FROM THE FLOOR

Reza opened the meeting at 1:05 p.m. Mitch added agenda items on the Air Force, the NSF Materials Research Science and Engineering Centers program, ABET, and TechHorizons 2009. Reza added items on the International Scholar Center fees and obligations for teaching assistant child support.

APPROVAL OF MINUTES

Accepted as revised.

GRADUATE EDUCATION

Mark reported that we have 162 graduate students accepted and intending to enroll. Our internal target was 151. Since our fall 2008 target was 120, we have 42 unfunded students coming in. This represents a \$160,000 exposure for the College. Originally, the plan was that BCOE would get grad student funds transferred from other colleges that did not meet their targets. CNAS this year is below its target. But the new dean of the Graduate Division and Academic Planning & Budget are not committed to this. There is some question about whether we will get central funds to support first-year master's students

(many domestic master's students convert to the Ph.D. program after one year.) Part of the issue is whether the campus will support master's students and any students to whom we did not make a formal offer. Reza is pursuing a discussion on this.

CHASS would like to give a higher first-year stipend, three years of TA, and one year dissertation fellowship.

For next year, our recruitment and advertising plan includes the standard – Peterson's, posters, encourage departments to continue with that. We also have scheduled visits to Southern California UC and CSU campuses' recruitment fairs. We are asking for one faculty member to attend each of these. Mark has a calendar of these events. Laxmi asked Mark to share it, so the departments can try to schedule faculty members to go out on these trips. We will go to SACNAS, NSBE, GEM (we are now a member of GEM). We will get lists of high-achieving underrepresented minority students. We're also collecting GRE names and will share those with the departments.

The web site needs to be updated, and brochures need to be updated. Guillermo said ME's brochure was updated last year. Mark said some of the others need updating. Jim Dexter has been talking to the departments about this. Reza asked each department to contact Jim about updating departmental materials to reflect new faculty.

Reza commented that we would like to increase the number of domestic students. Mark said that the increase in international application fees likely will result in a drop in applications from overseas.

UNDERGRADUATE EDUCATION

Mark covered this topic because Ravi was out ill. We have 613 indicating that they are coming, and 541 have already registered. SIRs are still coming in, but summer melt is also happening. Typically, melt is around 10%. So we can expect 545-550 freshmen in September.

Bioengineering will see 45% growth from last year. Reza said Pat has talked with Bioengineering about additional TA money to help cover the need for freshman sections/labs. This will be one-year money. Guillermo pointed out that the growth also is stressing our physical resources – enough lab space and equipment.

Later on, Mark pointed out, we can hire graders rather than TAs to handle the homework load. BCOE gets fewer TAs than CHASS and CNAS. Laxmi said that CSE divides up the TA appointments.

ME and CompE also have dramatic increases. Environmental Engineering has almost no melt – 36 accepted, 35 enrolled already.

US NEWS CONTACTS

US News has asked us to update our industry/employer contact list. Our information has been unchanged since 2005. Reza said it is important to look at this list and give the names of people who will respond, and say good things about us. This needs to get back to the dean's office by Friday, August 22.

We need to get Intel, Google, Cisco, and Boeing contacts onto this list. Linda said we also should check donor companies, including Bourns Inc. Big companies are better. We want people who can comment on the abilities of our grads relative to the abilities of graduates of other programs. This is master's and Ph.D. level only.

We can provide up to 15 names.

MRSEC

Mitch reported that we are hearing unofficial that three of the new National Science Foundation Materials Research Science and Engineering Centers will involve BCOE faculty. Georgia Tech's new center in grapheme involves Robert Haddon and Sakhrat Khizroev. UCLA's new center in toxicity involves Robert Haddon and Sharon Walker. University of Massachusetts's new center involves Mihri and Cengiz Ozkan. These should be at least five-year awards.

AFRL

Mitch attended a meeting with the Air Force Research Laboratory last week on behalf of the campus. The meeting was near Wright-Patterson AFB in Dayton, Ohio, and it targeted Minority Serving Institutions (MSIs). MSIs include Historically Black Colleges/Universities (HBCUs), Minority Institutions (MIs), Hispanic Serving Institutions (HSIs), and Tribal Colleges (TCs). The thrust of the meeting was to ensure that institutions with large underrepresented populations have access to Air Force research opportunities. Mitch said that he will follow up with each department on relevant opportunities. He also suggested that we apply for a conference grant from the Air Force (and possibly, simultaneously, the Army) to invite faculty from HBCUs and MIs here to identify and seed some new collaborations, so we are well positioned with teams to go after future opportunities from the Air Force and other sources. Mitch will pursue this with the campus and the agencies.

ABET

Mitch reminded the chairs present that, by the start of the fall 2008 term, each department should have a summary of what changed in the undergraduate curriculum over the past year. This little annual report also should include documentation of the reason for the change – numerical information, comments from advisory board members or alumni, etc.

Mitch also pointed out that Ravi has committed to calling an ABET meeting before the start of the fall quarter.

Our documentation for Electrical Engineering and Computer Engineering was submitted in June. We had to resubmit it in July because ABET never forwarded it to the reviewer. The reviewer is Kenneth Cooper, an ABET Commissioner affiliated with IEEE. Dr. Cooper is in Augusta, GA. He will review our materials and contact us if there are further questions.

TECHHORIZONS 2009

Reza confirmed that the topic of TechHorizons 2009 will be themed around our Aware Building project – integrated, multimodal sensing, data aggregation, pattern recognition, etc. Mitch pointed out that our Aware contract calls for us to have a meeting with prospective collaborators/users of our testbed (although the contract called for this to have happened already). It has been agreed that we need a much earlier start to TechHorizons planning this year, and a more coherent management plan.

TA CHILID CARE

Reza distributed information (attached) regarding UC's obligation to pay child care expenses for teaching assistants. The UC family leave policy also requires us to grant maternity and paternity leave. Reza has asked for clarification regarding the lead time for approving such leaves, since it can be problematic to lose a teaching assistant in the middle of a quarter. This new UC policy is an obligation for the departments.

INTERNATIONAL STUDENT FEES

Reza distributed information about a new fee schedule from the newly established International Scholar Center. UCR departments are required to use this center for processing of immigration documents. It was noted that some of the ISC overhead is double and triple the cost of the application (for example, a H1B extension costs \$360 to file, and the ISC fee is \$800, bringing the total cost to \$1,160). Reza said this center was established at the request of the Academic Senate. It will hit BCOE harder than most other parts of the campus because we have relatively more international students and postdocs.

FACULTY SEARCH

Yushan has been working with a committee to devise a faculty search strategy for the coming year. He expects to have a write-up for Reza by the end of the week.

In addition to unfilled lines, we will be recruiting to fill a new vacancy by separation in ME, a new vacancy by separation in CSE, and a vacancy by separation in CEE. We also have one Civil Engineering line. Reza said it is his policy that departments keep positions vacated as a result of tenure decisions so a department does not feel obligated to keep a professor out of fear of losing the position.

MEETING SCHEDULE

Eilene distributed a schedule for chairs meetings for 2008 and the first half of 2009 by e-mail shortly after the meeting adjourned (see attachment). She emphasized that chairs should let her know when they will not attend, and arrangements should be made for an alternate.

Meeting adjourned 1:20 p.m.

List turned in for 2005

Num	Title	Name	Position	Firm	Address	City, State, Zip	Phone	Email	
1	Mr.	Matt Grob	Vice President of Engineering	Qualcomm, Incorporated	5775 Morehouse Drive	San Diego, CA 92121	(858) 587-1121	mgrob@qualcomm.com	CSE
2	Ms.	Jean M. Easum	Director, Business Development & Strategic Planning	Naval Surface Warfare Center	P.O. Box 5000	Corona, CA 91718-5000	(951) 273-5034	jean.easum@navy.mil	EE
3	Mr.	Randy Jaeger	Program Manager, RARO	The Boeing Company	2401 E. Wardlow, MC C052-0683	Long Beach, CA 90807-5309	(562) 593-2678	randy.jaeger@boeing.com	EE
4	Dr.	Hossny El-sherief	Manager, Electronics Software and Engineering Center	Northrop Grumman Corporation Mission Systems	Post Office Box 1310	San Bernardino, CA 92402-1310	(909) 382-6777	hossny.el-sherief@ngc.com	EE
5	Dr.	B. Gopinath	President	LotusInterworks	255 Old New Brunswick Road, Suite N320	Piscataway, New Jersey 08854	(310) 827-5566	bgopin@lotusinterworks.com	CSE
6	Dr.	Son Dao	Chief Technologist	HRL Laboratories, LLC	3011 Malibu Canyon Road	Malibu, CA 90265	(310) 317-5000	skdao@HRL.com	CSE
7	Mr.	Richard L. Ulmer	Vice President & General Manager - Software Products	Unisys Corporation	25725 Jeronimo Road	Mission Viejo CA 92691	(949) 380-6003	rick.ulmer@unisisys.com	CSE
8	Mr.	Ben Knight	Vice President	Honda R&D Americas	1900 Harpers Way	Torrance, CA 90501	(310) 781-5683	ben.knight@honda.com	CEE
9	Mr.	Kelly Brown	Director, Vehicle Environmental Engineering	Ford Motor Company	17225 Federal Drive	Allen Park, MI 48101	(313) 322-0033	kbrown14@ford.com	CEE
10	Mr.	Saroj Manandhar	Engineering Manager, Irrigation Division	The Toro Company	5825 Jasmine Street	Riverside CA 92504	(951) 785-3391	saroj.manandhar@toro.com	ME
11	Dr.	Allyson D. Yarbrough	Principal Director, Electronics Engineering Subdivision	The Aerospace Corporation	2350 E. El Segundo Blvd. M/S M4-934	El Segundo, CA 90245	(310) 336-1499	allyson.d.yarbrough@aero.org	EE
12	Prof.	Georgios Giannakis	Professor, Department of Electrical and Computer Engineering	University of Minnesota	Room 6-165 EE/Csci Building, 200 Union Street S.E.	Minneapolis, MN 55455	(612) 626-7781	georgios@ece.umn.edu	EE
13	Mr.	John Harrell	Manager, Software Systems Engineering	Northrop Grumman Corporation	P.O. Box 296	Azusa, CA 91702	(626) 812-1000 x8044	john.harrell@ngc.com	CSE
14	Dr.	Michael Campbell	Computer Systems Division Manager, Technology Development	The Aerospace Corporation	2350 E. El Segundo Blvd.	El Segundo, CA 90245-0009	(310) 336-1499	michael.campbell@aero.org	CSE
15	Dr.	Sanjay V. Sherikar	Supervisory Research Forester	CCI Valve	22591 Avenida Empressa	Rancho Santa Margarita, CA 92688	(949) 888-4133	SVS@ccvalve.com	ME
16	Dr.	David R. Weise		Forest Fire Laboratory	4955 Canyon Crest Drive	Riverside CA 92507	(951) 680-1543	Dweise@fs.fed.us	ME
17	Dr.	John Daugherty		Northrop Grumman Corporation Division of Chemistry & Chemical Engineering, California Institute of Technology	227 Spaulding Laboratory M/S 270-41	Pasadena, CA 91125	(626) 796-2591	seinfeld@caltech.edu	CEE
18	Prof.	John H. Seinfeld	Louis E. Nohl Professor of Chemical Engineering		Kek Science Building, Room 389	Stanford, CA 94305-5025	(650) 723-3143	ck@chemeng.stanford.edu	CEE
19	Prof.	Chaitan S. Khosla	Professor, Department of Chemical Engineering	Stanford University		Carlsbad, CA			CEE
20	Mr.	John Stebbins	Jethead Development						CSE

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Num	Title	Name	Position	Firm	Address	City, State, Zip	Phone	Email
1	Mr.	Matt Grob	Vice President of Engineering	Qualcomm, Incorporated	5775 Morehouse Drive	San Diego, CA 92121	(858) 587-1121	mgrob@qualcomm.com
2	Ms.	Jean M. Easum	Director, Business Development & Strategic Planning	Naval Surface Warfare Center	P.O. Box 5000	Corona, CA 91718-5000	(951) 273-5034	jean.easum@navy.mil
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6	Dr.	Son Dao	Chief Technologist	HRL Laboratories, LLC	3011 Malibu Canyon Road	Malibu, CA 90265	(310) 317-5000	skdao@HRL.com
7	Mr.	Richard L. Ulmer	Vice President & General Manager - Software Products	Unisys Corporation	25725 Jeronimo Road	Mission Viejo CA 92691	(949) 380-6003	rick.ulmer@unisys.com
8	Mr.	Ben Knight	Vice President	Honda R&D Americas	1900 Harpers Way	Torrance, CA 90501	(310) 781-5683	ben.knight@honda.com
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Reza Abbaschian

Subject:

Attachments:

FW: [Faculty] Notice of International Scholar Center Fee Assessment
Budgeting and Allocating ISC Fees (July 2008) (3).pdf; UCR Revised Immigration Policy
2007.pdf; ATT679711.txt

From: faculty-bounces@scotmail.ucr.edu [mailto:faculty-bounces@scotmail.ucr.edu] **On Behalf Of** Ellen Wartella
Sent: Thursday, July 31, 2008 1:29 PM

To: faculty@scotmail.ucr.edu; ans@scotmail.ucr.edu; staff@scotmail.ucr.edu

Subject: [Faculty] Notice of International Scholar Center Fee Assessment

Date: July 31, 2008

To: UCR Faculty, Other Academics, and Staff

From: Executive Vice Chancellor & Provost Wartella

Re: International Scholar Center

In response to recommendations made by the faculty senate, the Vice Chancellor of Student Affairs created the International Scholar Center in 2006 to provide professional immigration services to the UCR Community. Additionally, a Joint Senate and Administration Taskforce on Campus Visa policy recommended establishment of new campus immigration policy and the provision of expanded campus services. This recommendation also included establishing a fee for service model similar to those already in place at the majority of the UC Campuses.

In an effort to provide the UCR community expanded and improved immigration services for UCR staff and faculty, the International Scholar Center will begin providing immigration services for a fee effective August 1, 2008. All applications received by the International Scholar Center on or after that date will be assessed a fee according to the attached schedule. The fee for service schedule is accompanied by the UCR Immigration Policy which provides for expanded services and various options for fee payments. Additionally, to better serve the UCR community, the International Scholar Center will provide a web-based credit card payment site to enable payment options for immigration services and filing fees.

In addition, to better support the academic recruitment process, effective July 1, 2008, the International Scholar Center was moved from Student Affairs to Academic Personnel, within the Chancellor and Executive Vice Chancellor and Provost Organization. I would like to thank Vice Chancellor Sandoval and his team for all of the work in the development process of this new important service.

To help reduce the burdens of these new fees, the Campus has allocated General Funds to support this new service. These fees levels will be assessed on a continuing basis to determine whether or not favorable adjustments may be made as indicated by actual caseload and operating expenses.

These important services will allow for more efficient recruitment and retention of international faculty, other academics and staff who enrich the UCR teaching, research, and public service mission.

(Attachments): (1) Guidance from the Office Research on Budgeting and Allocating ISC Fees
(2) UCR Immigration Policy

	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	Total 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 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

MAJOR	APPLICANTS	ADMITTED	ACCEPTED	8/15/2008 ENROLLED	8/17/2007 ENROLLED	ENROLLMENT GROWTH
Bioengineering	399	385	84	74	51	45%
Chemical_Engineering	322	283	38	32	32	0%
Computer_Engineering	572	445	112	99	58	71%
Computer_Science	541	439	85	73	64	14%
Electrical_Engineering	433	364	59	54	42	29%
Environmental_Engineering	140	133	36	35	15	133%
Information_Systems	65	56	7	7	10	-30%
Materials_Science_and_Engineering	317	291	18	15		
Mechanical_Engineering	909	840	174	152	137	11%
TOTAL_FRESHMEN	3698	3236	613	541	409	32%
MAJOR	APPLICANTS	ADMITTED	ACCEPTED	8/15/2008 ENROLLED	8/17/2007 ENROLLED	ENROLLMENT GROWTH
Bioengineering	42	23	5			
Chemical_Engineering	39	23	5		4	25%
Computer_Engineering	31	14	3		4	25%
Computer_Science	87	39	6		3	0%
Electrical_Engineering	76	37	8		5	20%
Environmental_Engineering	10	4	1		5	60%
Information_Systems	15	2	1		2	-50%
Limited_Student	1	0	0		3	-67%
Materials_Science_and_Engineering	9	6	0			
Mechanical_Engineering	105	54	9			
TOTAL_TRANSFER	415	202	38		5	80%
					31	23%

Reza Abbaschian

Subject:

FW: Academic Student Employee (ASE) Childcare Reimbursement Program and Paid Leaves

August 18, 2008

Chairs' meeting

TO: Department Chairs, Directors, & MSOs

FR: Tony Giorgio, Labor Relations Manager

CC: Deans, Vice Provost Lord, Vice Provost Fairris, EVC Wartella, Vice Chancellor Bolar, Summer Session Director
Leonard Taylor

RE: Academic Student Employee (ASE) Childcare Reimbursement Program and Leave policy

As you are probably aware, the Academic Student Employees (ASEs) appointed in the titles of teaching assistants, associate_ins, readers, and tutors are covered by the labor agreement between the University and the UAW (Union that represents ASEs). During the most recent round of negotiation in 2007, which resulted in a two-year collective bargaining agreement (October 2007 through September 2009), a provision regarding a "Childcare Reimbursement Program" is now an added benefit/compensation for eligible ASEs. Below is the actual language in the ASE contract related to Childcare reimbursement program.

'Article 4 – Child Care

B. SYSTEMWIDE CHILD CARE REIMBURSEMENT PROGRAM

1. **Effective July 1, 2008, the University will establish a systemwide child care reimbursement program for eligible ASEs. The program will define reimbursable expenses and related procedures. Each eligible ASE shall receive up to \$300 per quarter or \$450 per semester for expenses incurred during the ASE's appointment period in the regular academic year.**
2. **An eligible ASE is a registered student with at least a 25% ASE appointment who has (a) qualified dependent(s). For the purposes of this program, qualified dependents shall include non-school age children in the custody of the ASE.'**

While the contract language indicates a July 1, 2008 effective date, the ASE childcare reimbursement program is only applicable to ASEs appointed during the regular academic year [ASEs appointed in summer sessions are not eligible under this program.] Therefore, the departments are obligated to review childcare reimbursement requests submitted by ASEs and provide childcare reimbursement payments to eligible ASEs with qualifying dependents, starting Fall quarter 2008. The department is responsible for assuming the costs related to this program.

In addition, the ASE contract also includes provisions which provide paid short-term and long-term leaves for personal illness, child birth, parental leave or any other qualifying conditions as defined by the Family Medical Leave Act (FMLA). Since this leave policy has been formalized, we have assisted a number of departments processing ASE leave requests during the 2007-08 academic year and anticipate the number of ASE leave requests to increase going into AY 2008-09.

In order to assist departments employing ASEs with respect to administering the new childcare reimbursement program and processing ASE leave requests, the Labor Relations Office will be offering two training sessions on the following dates (same training content – only need to attend one session):

- Session #1: Tuesday, 9/2/08, 1:30 to 3:00 pm
- Session #2: Monday, 9/8, 9:30 to 11 am

Please forward this email to staff and faculty in your unit who have responsibility in administering matters related to ASE appointments and invite them to attend one of these training sessions. To register for one of the training sessions please contact Labor Relations Assistant Mariela Roberts at Mariela.roberts@ucr.edu or by phone at x2-3641.

If you have any questions regarding these provisions in the ASE contract, please feel free to contact Principal Labor Relations Analyst, Marianne Beckett, at marianne.beckett@ucr.edu or by phone at ext. 2-2847. Thank you.