Chairs' & Center Directors' Meeting Minutes

Date: November 17, 2008 (12:00 to 2:00 pm)
Location: EBU II – Room 443
Attendees: Abbaschian, Reza
Anvari, Bahman (for Jerry Schultz)
Bhuyan, Laxmi
Boretz, Mitch
Dexter, Jim
Haddon, Robert
Hartney, Pat
Kisailus, David (for Alex Balandin)
Lake, Roger
Mahalingam, Shankar
Parker, Linda
Walker, Sharon (for Yushan Yan)

Absent: Balandin, Alex
Barth, Matt
Bhanu, Bir
Matsumoto, Mark
Norbeck, Joe
Payne, Tom
Ravishankar, Chinya
Schultz, Jerry
Yan, Yushan

The agenda for the meeting is shown in Appendix 1.

1. Welcome – Request for Agenda Items from the Floor – Reza
Reza welcomed Bahman Anvari, David Kisailus and Sharon Walker who are filling in for Jerry Schultz, Alex Balandin and Yushan Yan respectively. Jim added the topics of BCoE website status and research equipment updates.
Reza mentioned that he and other representatives of BCoE recently visited Morgan State and Howard universities in order to recruit minority grad students. They were enthusiastically received at these institutions. Representatives will be invited to UCR to start the pipeline of grad students. These institutions are also interested in establishing research collaborations.

2. Minutes Approval - Pat
The revised minutes of the 11/3/08 Chairs/Directors meeting were unanimously approved.

3. Staff Appreciation – Reza
This year's Staff Appreciation Luncheon has been scheduled for Friday, December 5th at CE-CERT. A buffet style lunch will be served again this year by Chairs and Directors. We have arranged for a UCR bus to take participates to and from CE-CERT for this event.

4. Budget Cuts - Reza

Reza stated that UC is now expecting a $99M budget reduction in state funds this fiscal year. UCR is trying to maintain faculty lines but the campus' total reduction is expected to be $13M this fiscal year. BCoE's share of this amount is around $560K. UC believes that the budget situation could deteriorate further and that budget reductions next fiscal year could be twice as large. The Chancellor wants to retain existing staffing levels which is why there's a hiring freeze. Also, only replacements for faculty separations will be approved this year. This means that BCoE can only hire two faculty replacements this fiscal year, one for the departing CSE junior faculty member and one as a replacement for Marc Deshusses in CEE. Reza indicated that BCoE can internally determine how to distribute these two recruitments. Also, it does not appear that the campus will be providing Initial Complement (IC) matching funds starting this year. BCoE receives $180K per faculty hire in IC matching funds so this is another budget reduction for BCoE. UCR is starting a Strategic Planning Process and another Resources Management (RMAC) process so that future cuts can be made in conformance with strategic goals. Reza commented that UCR does not currently have a strategic plan nor a very transparent budget process. Reza mentioned that the Chancellor will hold campus town hall meetings to discuss the budget situation with interested faculty and staff. Reza encourages all BCoE faculty attend these town hall meetings. It may be difficult for BCoE to provide PhD Reward and Indirect Cost Recovery funds to faculty during this period of reduced budgets. Reza requested (short) input from each Chair on the effects of budget reductions, particularly the potential loss of faculty hires and Instructional Equipment funds, by tomorrow (11/18) so that he can provide a BCoE summary to the Chancellor's Office.

5. Faculty Recruitment – Reza

Reza again stated that it appears that BCoE will only be able to hire two (replacement) faculty this year. He indicated that these hires should be in strategic areas. Laxmi responded that CSE should not lose its replacement position since it was due to a promotion decision. Reza noted that CEE has many faculty in administrative positions in BCoE and the loss of Marc Deshusses has impacted its research and teaching programs. Shankar stated that ME faculty felt that it was a high priority to replace Junlan Wang. Reza stated that the Grad Division will be reviewing UCR's PhD programs to determine the campus' programmatic strengths and weaknesses. Reza noted the "2007-08 Credit Bearing Courses Taught by Ladder Rank Faculty" document which was attached to the agenda. This summary indicates that the number of BCoE courses taught per faculty headcount varied from 2.81 (EE) to 5.38 (CEE). Reza again mentioned that UCR will be drafting a coefficient differential model for distributing funds. This model would benefit BCoE since it would provide a higher level of funding for grad student instruction.

6. Post Doctoral Union – Reza

Reza called attention to the recent announcement of the unionization of postdocs at UC. He asked departments to keep in mind these new regulations when making postdoc appointments. Departments will need to detail postdoc duties and responsibilities and may need to define a postdoc merit process. The Dean's Office will try to collect the best practices from other academic institutions with unionized postdocs.

7. Research Scientist Appointments – Reza

Reza asked Chairs to pay attention to appropriate levels for academic appointments. For example, he asked Chairs not to approve a research scientist appointment for an individual that would only qualify as a postdoc. This type of (unqualified) request puts the Dean's Office in a difficult situation. Reza stated that the title we give to an individual is very important as is the academic appointment level of an individual coming from another institution.

8. ABET Reports from Chairs/Departments – Reza
This topic will be discussed at the next Chairs/Directors meeting. All Chairs will be asked to summarize their department's current ABET reporting status, including missing information, etc.

9. Department Updates
Reza noted the highlighted portions of the draft BCoE Faulty Instructional Workload Policy which was attached to the agenda. The first section highlighted was "Course Relief During Sabbatical." Reza commented that this section was taken from a similar policy in CHASS. It states that a one-quarter sabbatical releases a faculty member from one course of his/her four course load. Sharon noted that a junior faculty member is eligible for sabbatical and that junior faculty in BCoE have a three course load (not fours) so this policy should be revised.
Shankar stated that Javier Garay has recently received a Young Investigator Award from the Army Research Office. Also, Shankar distributed a draft outline for a new breadth course entitled "How Things Work." This course could be offered as a campus elective as either an ME or ENGR course. Shankar was unsure who should approve this course if it is listed as ENGR and who will get the student FTE credit. Lastly, he sated that ME's new website is almost complete.
David stated that the new MSE advertising posters were done and that a new Materials Research Society chapter will be established at BCoE.
Robert indicated that CNSE is negotiating with an equipment manufacturer for the purchase of a demo unit that sells for $1.2M. This equipment would be installed in the existing Clean Room.
Bahman stated that Jerry and Denise recently attended a diversity recruiting event at UCB.

10. Other Items
Jim handed out summary of BCoE Website Content Management System (CMS) Contributors and a summary of Graduate Recruiting Activities. He noted that the College and CSE websites are completed and that ME's website is nearly completed. EE's new website is expected to be completed by the end of 2008 and the remaining departmental websites are underway. Jim noted that BIEN can use last year's graduate recruiting poster and that CSE has no interest in producing one this year. CEE's graduate recruiting poster has been printed and the posters for EE and ME are in process.

UNIVERSITY OF CALIFORNIA
RIVERSIDE
BOURNS COLLEGE OF ENGINEERING

Chairs' & Center Directors' Meeting

November 17, 2008
Agenda

Engineering Building Unit II – Room 443

1.	Welcome - Request for Agenda Items from the Floor	Reza
2.	Approval of Minutes from November 3, 2008 Meeting	Pat
3.	Staff Appreciation – Friday, December 5 - same format as last year - Chairs & Center Directors to serve at buffet table - nominations for employee of the year - event will be at CE-CERT	
4.	Budget Cuts	Reza
5.	Faculty Recruitment	Reza
6.	Post Doctoral Union	Reza
7.	Research Scientist Appointments	Reza
8.	ABET Reports from Chairs/Departments	Reza
9.	Department Updates	
10.	Other items	

The next scheduled meeting will be
Monday, December 1, 2008
Please note: Meetings will be held in EBU II – Room 443

DRAFT
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.

Course Relief During Sabbatical:

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 toward course relief during sabbatical 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:

A faculty member can use external funding sources to buyout his/her AY teaching load according to the following percentages:

One course: 10% of faculty member's AY salaries and benefits
Two courses: 25% of faculty member's AY salaries and benefits

Since teaching is an important part of a faculty member's academic responsibilities, formal class room teaching below two courses per AY will need to be justified and will need to be approved by the Dean. If approved, the Dean will determine the course buyout percentage due for these cases with input from the department Chair.

Funds generated by course buyouts will be distributed according to the following percentages:

50% to faculty member's department
50% to BCoE Dean's Office

These allocations are net of any additional course instruction (lecturer) costs resulting from the course buyout.

Buyouts will be an exception and will have to be supported by extramural funds. Initial complement funds may not be used. Reducing the teaching load below two courses per AY will be very rare.

Salary Savings Policy:

In conformance with applicable UC and sponsor policies, a portion of a BCOE faculty member's Academic Year (AY) salary can normally be paid from external fund sources.

In the interest of supporting faculty efforts in research and graduate training, BCOE will establish a returned salary savings policy that will allow faculty members to establish their own contingency funds. The contingency funds can be used for any purpose that is consistent with UCR policies and procedures. These purposes include faculty summer salary, grad student support, travel, equipment and supplies, and seed projects. The contingency funds will be available to the faculty member as long as he/she retains an active appointment in BCOE.

Salary Savings Allocations

A BCOE faculty member may wish to continue normal assigned teaching and service duties, but have a portion of his/her academic salary paid by extramural funding to reflect effort spent on the extramurally funded project. In such cases, BCOE will allocate 33% of the AY salary savings towards the faculty's contingency funds (internal "bank account"). Funds in these "bank accounts" can be used for any legitimate purpose and will continue as long as the faculty member has an appointment in BCOE. An additional 33% allocation of the salary savings will be given to the faculty member's BCOE department. Allocations will be given to the faculty member and department at the time that his/her AY salary is transferred to extramural funding sources. Any such funding given to a faculty member can be used for any purpose that is consistent with UCR policies and procedures. These purposes include faculty summer salary, grad student support, travel, equipment and supplies. These funds will be available to the faculty member as long as he/she retains an active appointment in BCOE. Departmental allocations can be used for any appropriate purpose without the consent or approval of the faculty member who generated the allocation. Departmental allocations are added to the department's operating budget and do not have end dates.

Initial Complement funds and faculty course buyouts cannot be used for any salary savings allocations. BCOE's current Faculty Course Buyout Policy remains unchanged.

Column Descriptions

College	Faculty Home Department	Number of Courses	Total Enrollment	Student Credit Hours	3-Quarter Average Instructional FTE	Faculty Headcount	Courses Taught per Instructional FTE	Courses Taught per Faculty Headcount	Average Enrollments per Course	Enrollments per FTE	Enrollments per Faculty Headcount
AGSM	AGSM Dean's Office					0					
AGSM	AGSM-Accounting & Info Systems	12	997	3,588.00	3.33	4	3.60	3.00	74.75	269.10	224.25
AGSM	AGSM-Finance & Mgmt Science	15	1168	4,628.00	3.00	5	5.00	3.00	77.87	389.33	233.60
AGSM	AGSM-Management & Marketing	26	813	3,252.00	6.50	11	4.00	2.36	31.27	125.08	73.91
BCOE	Bioengineering	33	320	952.86	6.17	7	5.37	4.73	9.65	51.85	45.67
BCOE	Chemical/Environ Engineering	70	1015	2,588.00	12.50	13	5.60	5.38	14.50	81.20	78.08
BCOE	Computer Science & Engineering	77	1741	5,550.00	22.00	23	3.50	3.35	22.61	79.14	75.70
BCOE	Electrical Engineering	59	1251	4,643.00	20.67	21	2.85	2.81	21.20	60.53	59.57
BCOE	Mechanical Engineering	45	1399	4,494.86	13.78	15	3.28	3.01	30.98	101.50	93.25
BioMed	Biomedical Sciences	32	538	2,973.36	10.54	13	3.02	2.45	16.93	51.08	41.41
CHASS	Anthropology	48	1776	7,415.00	13.27	16	3.62	3.00	37.00	133.87	111.00
CHASS	Art	34	637	2,153.00	7.00	7	4.86	4.86	15.79	76.71	76.71
CHASS	Comp Lit & Foreign Languages	50	942	3,752.00	12.33	14	4.05	3.57	18.84	76.38	67.29
CHASS	Creative Writing	39	471	1,944.00	7.92	10	4.86	3.85	12.23	59.49	47.10
CHASS	Dance	41	1190	4,786.00	8.00	9	5.13	4.56	29.02	148.75	132.22
CHASS	Economics	80	4438	19,997.00	19.33	23	4.14	3.48	55.48	229.55	192.96
CHASS	English	91	5387	15,020.00	24.17	26	3.77	3.50	59.20	222.91	207.19
CHASS	Ethnic Studies	41	1712	6,913.00	7.67	11	5.35	3.73	41.76	223.30	155.64
CHASS	Hispanic Studies	26	572	2,244.00	7.00	8	3.71	3.25	22.00	81.71	71.50
CHASS	History	107	5163	20,683.00	23.33	26	4.59	4.12	48.25	221.27	198.58
CHASS	History of Art	27	842	3,350.00	6.80	9	3.97	3.00	31.19	123.82	93.56
CHASS	Music	44	962	3,581.00	9.00	9	4.89	4.89	21.86	106.99	106.89
CHASS	Philosophy	84	3577	11,748.00	16.00	18	5.25	4.67	42.58	223.56	198.72
CHASS	Political Science	69	4016	18,813.00	16.00	17	4.31	4.06	58.20	251.00	236.24
CHASS	Psychology	90	7270	28,705.00	26.87	29	3.38	3.10	80.77	272.61	250.67
CHASS	Religious Studies	44	1891	7,885.00	8.00	10	5.50	4.40	42.98	236.38	189.10
CHASS	Sociology	63	4266	18,015.00	17.83	19	3.53	3.32	67.71	239.21	224.53
CHASS	Theatre	45	611	2,174.00	7.67	8	5.80	5.56	13.73	79.70	76.38
CHASS	Women's Studies	33	1593	6,536.00	8.83	11	3.74	3.00	48.27	180.34	144.82
CNAS	Biochemistry	32	2216	7,462.83	7.37	11	4.38	2.93	68.73	300.87	201.49
CNAS	Biology	45	3221	11,774.50	18.08	22	2.46	2.02	72.37	178.09	146.39
CNAS	Botany and Plant Sciences	51	1398	4,929.67	8.56	29	6.00	1.77	27.20	163.30	48.22
CNAS	Cell Biology & Neuroscience	35	1316	4,464.07	9.70	12	3.58	2.89	37.96	135.71	109.70
CNAS	Chemistry	152	4170	13,323.86	22.52	26	6.75	5.85	27.44	185.18	160.37
CNAS	Earth Sciences	36	2659	9,904.00	11.42	14	3.18	2.59	70.60	224.17	182.80
CNAS	Entomology	64	3267	11,871.00	4.72	26	13.46	2.44	51.44	692.54	125.63
CNAS	Environmental Sciences	58	1940	7,261.00	7.72	25	7.52	2.32	33.45	251.40	77.60
CNAS	Mathematics	105	2322	8,968.00	19.67	22	5.34	4.77	22.11	118.07	105.55
CNAS	Nematology	8	245	952.83	0.99	5	8.08	1.60	30.60	247.31	48.97
CNAS	Physics and Astronomy	108	4020	14,570.00	27.01	29	3.99	3.71	37.34	148.83	138.62
CNAS	Plant Pathology & Microbiology	27	1239	4,222.67	3.79	13	7.03	2.05	46.46	326.54	95.28
CNAS	Statistics	29	453	1,639.00	5.50	7	5.27	4.14	15.62	82.36	64.71
GSOE	School of Education	95	795	2,799.00	18.33	20	4.64	4.25	9.35	43.36	39.75

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GRADUATE RECRUITING ACTIVITIES

Brochure	Poster
BIEN – awaiting updated text	none *(using last yrs poster)*
CSE – final design	none *(no interest?)*
CEE – awaiting updated text	~~in design~~ *printed*
EE – awaiting updated text	awaiting design/printing approval *(# ?)*
ME – awaiting updated text	in design