

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

**Date:** December 1, 2008 (12:00 to 2:00 pm)

**Location:** EBU II – Room 443

**Attendees:** Abbaschian, Reza  
Balandin, Alex  
Barth, Matt  
Bhuyan, Laxmi  
Boretz, Mitch  
Dexter, Jim  
Hartney, Pat  
Lake, Roger  
Mahalingam, Shankar  
Matsumoto, Mark  
Parker, Linda  
Payne, Tom  
Schultz, Jerry

**Absent:** Bhanu, Bir  
Haddon, Robert  
Norbeck, Joe  
Ravishankar, China  
Yan, Yushan

The agenda for the meeting is shown in Appendix 1.

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

Reza welcomed everyone back from the Thanksgiving holiday. He announced that there will be a closed session at the end of each Chairs/Directors meeting from now on to discuss confidential topics. These closed sessions will exclude staff, except Assistant Deans. No minutes will be taken during these closed sessions.

Jim added the topic of web editing approvals to the agenda.

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

The revised minutes of the 11/17/08 Chairs/Directors meeting were unanimously approved.

### **3. ABET Reports - Mitch**

Mitch noted that annual summaries are needed from each department to document ABET related changes in the departments. So far, he should have a total of 10 such reports (5 departments for 2 years), but he doesn't have any at this time. He asked that these reports be sent to him as soon as possible. The next ABET review for most BCoE programs will be in 2012. He noted that curriculum changes are being documented through the minutes of BCoE's Executive Committee. Reza will ask Ravi to schedule meetings near the end of each quarter with ABET Coordinators and Chairs to review ABET document requirements. This quarter's meeting should be scheduled as soon as possible. Reza will ask Tim to update the ABET calendar. Mitch noted that annual department faculty meetings could be used to

assemble an annual summary of course changes in the department. It was noted that ABET should provide its final decision on EE's ABET report response in January 2009.

#### **4. Instructional Policy Revisions – Reza**

Reza called attention to the draft BCoE Faculty Instructional Workload Policy attached to the agenda. He noted the highlighted section on the first page that indicates a one-quarter sabbatical leave only releases a faculty from one course of his/her 4-course load. Each course is equal to approximately 10% of a faculty member's workload. This same percentage applies to senior and junior faculty. It was noted that a faculty member can't do a course relief during an In-Residence Sabbatical Leave. Reza noted that it's up to each Chair to approve course relief for supervising six or more graduate students per year. Laxmi pointed out that a faculty member couldn't receive course relief for supervising grad students until the following academic year since the actual number of supervised grad students wouldn't be known until the end of the year. After discussion, the draft policy was approved, with slight revised wording to be provided by Pat.

#### **5. Budget Cuts - Reza**

Reza distributed a BCoE budget impact handout. This document was compiled from input provided by Chairs. Reza submitted this document to the Chancellor on 11/18/08. Reza outlined the negative impacts contained in the document such as: delay in the establishment of the Civil Engineering department, reduced enrollment for MSE, reduction in course offerings, increased teaching load and resultant reduction in research efforts (including reduced IDC recovery for UCR), decrease in grad students, reduction in ability to recruit new or replacement faculty and reduced diversity recruitment efforts. Reza stated that BCoE will have to provide about \$300K (in cash) as its share of the campus' initial budget reduction. An additional \$200K reduction for BCoE is possible later in the fiscal year. The initial \$300K will be taken from unfilled staff FTE funds. Sources of funds for the possible additional \$200K include unfilled faculty FTE, PhD Reward funds, Indirect Cost Recovery (IDC) return to faculty and departments and Instructional Equipment. Decisions on the availability of PhD Reward and ICR return funds will be made at the end of the fiscal year. Reza indicated that one-half of the available \$264K in Instructional Equipment funds will be released to departments initially with the remaining one-half held in reserve in case funds are needed to cover the additional \$200K budget reduction. It was noted that reductions in Instructional Equipment funds could effect future ABET reviews. Reza emphasized that no reductions are planned for TA and UCOP grad student funds. Shankar stated that he would prefer cuts in PhD Reward funds versus ICR return to faculty. It was noted that if additional reductions are needed next fiscal year, departments will be asked to reduce their need for lecturer funds. Reza mentioned that the campus is starting its Strategic Planning process but there has been little campus planning up to now. Also, he mentioned that the Grad Division is reviewing all UCR PhD programs to identify those that are not highly rated. Reza stated that he will try to protect BCoE departments and academic programs as much as possible during these budget reductions and that no staff layoffs are planned at this time.

#### **6. Faculty Recruitment – Reza**

Reza reminded the group that BCoE can only hire two replacement faculty this year. As such, CSE and CEE should continue their searches. He will request a replacement hire for ME since a senior faculty member has recently resigned. He doesn't expect to receive a response from the EVCP to this request until January. Applications will continue to be collected for all BCoE recruitments but no new ads will be placed except for CSE and CEE. Mark stated that the initial deadline for faculty applications is 12/15/08. Reza noted that he asked BIEN to withdraw its offer to a candidate who has a potential spousal hire in AGSM. He asked CSE and CEE to emphasize energy and materials in its recruitment efforts. Alex mentioned that other universities are also looking for faculty in energy and materials. Reza stated that if

an outstanding candidate was identified, outside of the CSE and CEE recruitments, he would ask the EVC to approve an additional hire. After discussion, Reza decided not to request return of any Faculty Recruitment/Department Lecture Series funding from those departments not authorized for searches.

#### **7. Graduate Education - Mark**

Mark distributed a handout summarizing BCoE Graduate Student Recruitment targets and Grad Division application data as of 11/25/08. The Grad Division has agreed to fund 35 MS and 115 PhD incoming grad students for BCoE. The handout indicated that BCoE department targets are 27 MS and 96 PhD students so BCoE is well below the Grad Division's funding limit. Jerry stated that BIEN's target for MS students should be 5 not 0. Mark reminded the group that under the Grad Division's new rules for BCoE, any unused stipend and/or NRT cannot be transferred from one student to another. Mark stated that the Grad Division has approved 72 first year (international) NRT's. There is no limit to the number of domestic NRT's. Second year NRT provided by the Grad Division can be redirected into additional stipend for that student (only). Lastly, Mark stated that this year's number of graduate student applications has declined 25% from last year although he noted that there were an unusually high number of applications last year.

#### **8. Undergraduate Education - Ravi**

Since Ravi was unavailable, this topic was postponed to the next Chairs/Directors meeting.

#### **9. Staff Appreciation – Friday, December 5 – Pat**

Pat stated that, to date, a total of 75 staff have signed up to attend this Friday's Staff Appreciation Luncheon at CE-CERT. A bus has been arranged to take participants to and from the event. Eilene will be sending out details of the logistics in the next day or two. Pat reminded Chairs and Directors that the event will be similar to last year's event. Chairs/Directors will be serving the buffet lunch and will be making the presentations to their "Staff Employees of the Year."

#### **10. Other Items**

Jim handed out an updated list of Contributors to BCoE's new web Content Management System (CMS). He noted that Content Publishers and Super Editors can publish items to department websites without being reviewed by others. He encouraged departments to set-up internal systems so that new items and updates to webpages are reviewed before going 'live'. Jim and Judy are willing to review department webpages. He noted that departments can choose from six webpage templates that UCR has made available. Jim requested that any changes to the CMS Contributors list be sent to him.

#### **11. Closed Session**



# Chairs' & Center Directors' Meeting

**December 1, 2008**

## **Agenda**

Engineering Building Unit II – Room 443

- |     |  |        |
|-----|--|--------|
| 1.  | Welcome - Request for Agenda Items from the Floor  | Reza   |
| 2.  | Approval of Minutes from November 17, 2008 Meeting | Pat    |
| 3.  | ABET Reports                                       | Chairs |
| 4.  | Instructional Policy Revisions                     | Reza   |
| 5.  | Budget Cuts  | Reza   |
| 6.  | Faculty Recruitment                                | Reza   |
| 7.  | Graduate Education                                 | Mark   |
| 8.  | Undergraduate Education                            | Ravi   |
| 9.  | Staff Appreciation – Friday, December 5            | Pat    |
| 10. | Other items  |        |
| 11. | Closed Session                                     |        |

The next scheduled meeting will be  
**Monday, December 15, 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.

## Impacts of the budget cuts on Bourns College Of Engineering

The proposed cuts will reduce the faculty headcount of the college by one FTE (3 separations minus 2 recruitment authorization in FY 08/09), and will negatively impact our ability to deliver the quality and quantity of engineering workforce needed for the revival of California's economy. According to the federal Labor and Workforce Development Agency, California will need an additional 20,000 to 24,000 engineers to meet the needs of the state's aging infrastructure during the next 10 years. The shortfall in professional talent will be especially acute in civil, electronics, mechanical, aerospace and industrial engineering, due to an anticipated spurt in baby boomer retirements. The net reduction in the faculty size is particularly devastating considering that BCoE has been the innovative campus leader in undergraduate and graduate recruiting, leading to the huge UG enrollment growth of 40% in our freshman class over 2007, and a growth of about 90% over 2005, and with the largest graduate enrollment in the history of BCOE. BCOE has also achieved exceptional success in establishing an external research profile for a college so young. Obviously, BCOE will neither be able to deliver the quality of education needed for the increased enrollment, nor remain competitive to attract external resources needed for training of graduate students or create technologies of tomorrow.

In addition, the budget cuts will have the following immediate negative impacts:

- Establishment of the Civil Engineering Department will be delayed. Professional community support is strong for this effort and will affect our donor campaign to establish a gift corpus.
- The newly established and fledgling MSE program, which serves as a hub for all BCOE departments, would inevitably reduce undergraduate enrollment and potentially lead to the collapse of this effort.
- All departments, particularly Bioengineering, Chemical, Computer and Mechanical, will have to cut course offerings, reduce laboratory sessions or pack more students in each session, reducing the quality and hands-on experience of our students.
- The research programs will suffer because of the increased teaching load. This will undoubtedly impact the campus as a whole since BCOE generates over 27% of UCR's research awards and contributes over \$4M/year in IDC.
- Inhibiting faculty growth will also reduce the chances of BCOE faculty successfully forming and being awarded major grants or contracts. This will lead to a decrease in our graduate student population. It will have devastating effect on our ability to maintain and enhance diversity (currently over 28% of domestic graduate students) of our graduate student body.
- With the elimination of the initial compliment and lack of a better returned overhead policy, we will not be able to recruit new or replacement faculty.
- We may have to cut back on diversity recruitment efforts, not participate in outreach meetings, and reduce our efforts in recruiting graduate students by not bringing them to campus for visits.

In summary, it will be almost impossible for us to fulfill our undergraduate teaching obligation, enhance the size of our graduate student body, enhance diversity of our faculty and students, maintain our research and technology programs, and maintain our momentum to grow our reputation and recognition with the budget cuts. It would ultimately inhibit the progress of BCOE attaining a top 25 status, and lead to a decline in ranking and recruiting talented new- students.

Budget cuts will affect faculty morale, making our top faculty members target for recruitment by other engineering schools. Further, the loss of faculty recruitment this year will impact our efforts to establish research centers (as our priorities) in energy related materials development – solar energy, fuel cells, and renewable fuels catalysts. These efforts are part of our strategy to build collaborations locally, nationally, and internationally. Despite the recent drop of crude oil prices, new sources of energy will be needed.

**2009-10 BCOE GRADUATE RECRUITMENT TARGETS**

Dept	M.S.	Ph.D.	Total
BIEN	0	10	10
CEE	0	18	18
CSE	10	30	40
EE	15	30	45
ME	2	8	10
Subtotal	27	96	123

**Graduate Division Data as of November 25, 2008**

International Students									
Program	Apps			Admits			Accepts		
	2007	2008	2009	2007	2008	2009	2007	2008	2009
BIEN		5	4	0	0	0	0	0	0
CEE		18	20	0	0	0	0	0	0
CS		61	53	0	0	0	0	0	0
EE		70	45	0	0	0	0	0	0
ME		14	6	0	0	0	0	0	0
<i>Total</i>		168	128	0	0	0	0	0	0

Domestic Students									
Program	Apps			Admits			Accepts		
	2007	2008	2009	2007	2008	2009	2007	2008	2009
BIEN		4	4	0	0	0	0	0	0
CEE		2	1	0	0	0	0	0	0
CS		8	8	0	0	0	0	0	0
EE		11	4	0	0	0	0	0	0
ME		1	0	0	0	0	0	0	0
<i>Total</i>		26	17	0	0	0	0	0	0

Total Students									
Program	Apps			Admits			Accepts		
	2007	2008	2009	2007	2008	2009	2007	2008	2009
BIEN	0	9	8	0	0	0	0	0	0
CEE	16	20	21	0	0	0	0	0	0
CS	39	69	61	0	0	0	0	0	0
EE	45	81	49	0	0	0	0	0	0
ME	6	15	6	0	0	0	0	0	0
<i>Total</i>	106	194	145	0	0	0	0	0	0



## WEBSITE CMS CONTRIBUTORS

### College - CMSENGR

Lenni Uitto

Super Editor

John Cleary

Super Editor

Judy Chappell – approval 2

Content Publisher

Jim Dexter - approval

Content Publisher

### Student Affairs - CMSSTUDENT

Suzanne McCusker

Content Publisher

### Chemical and Environmental Engineering - CMSCEE

William Suh

Content Publisher

Nosang V. Myung

Content Publisher

Yushan Yan

Content Publisher

### Mechanical Engineering - CMSME

Sundar Venkatadriagaram

Super Editor

Javier Garay

Content Publisher

Roseanna Barron-Lopez

Content Publisher

Jennifer Morgan

Content Provider

### Bioengineering – CMSBIO

Victor Rodgers

Super Editor

### Electrical Engineering - CMSEE

Tim Kelleher

Super Editor

Steven Houghton

Super Editor

William Bingham

Content Publisher

Kristine Phengrasamee

Content Publisher

Ertem Tuncel

Content Publisher

### Materials Science and Engineering - CMSMSE

Julia Nemeth

Content Publisher

### Center for Bioengineering Research - CMSCBR

Victor Rodgers

Super Editor

### CE-CERT

Matt Barth

Content Publisher

### Center for Nanoscale Science & Engineering - CMSCNSE

Mark Heiden

Content publisher

Nancy Jahr

Content publisher

### Center for Research in Intelligent Systems - CMSCRIS

Jhon Gonzalez (jgonzalez )

Content publisher

Hoang Nguyen ({ HYPERLINK

"mailto:nthoang@cs.ucr.edu" \o "mailto:nthoang@cs.ucr.edu"

})

Content publisher

---

### Computer Science and Engineering - CMSCSE

Victor Hill

Super Editor - approval

Sean Mahoney

Super Editor – approval 2

Hoang Nguyen

Super Editor