

Chairs' & Center Directors' Meeting Minutes

Date: March 9, 2009 (12:00 to 2:00 pm)
Location: EBU II – Room 443
Attendees: Abbaschian, Reza
Anvari, Bahman (for Jerry Schultz)
Balandin, Alex
Barth, Matt
Bhanu, Bir
Bhuyan, Laxmi
Boretz, Mitch
Dexter, Jim
Hartney, Pat
Lake, Roger
Mahalingam, Shankar
Matsumoto, Mark
Parker, Linda
Payne, Tom
Ravishankar, China
Yan, Yushan
Absent: Haddon, Robert
Norbeck, Joe
Schultz, Jerry

The agenda for the meeting is shown in Appendix 1.

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

No new items were added to the agenda.

Reza remarked that the 2/27/09 visit to BCOE by members of the Bourns family went very well. They visited the labs of Bir Bhanu and David Kisailus and CNSE's Clean Room. Afterwards, they had dinner at the Chancellor's residence. Reza thanked the faculty and Chairs that participated in the tour. He also commented on the great presentation by Ravi. Also, Reza reported that there were 160-170 participants at Saturday's event for Chancellors and Regents Scholarship awardees. In comparison, last year's event had about 100 participants. Reza felt that the parents and students at this year's event were very engaged in the presentations. Speakers stressed that students at UCR can receive more individualized attention compared to UCLA and UCB. Also, it was noted that summer research internships for awardees were very important selling points. Reza commented that the MESA event on Saturday also went very well. Matt added that the IEEE Boy Scout group also held a successful event at BCOE on Saturday. Reza noted that a fire sprinkler in Bourns B232 failed last Saturday afternoon and caused flooding in several rooms. It took 30-45 minutes for the water to be turned off. Reza stated that it is important to have emergency contact information posted on all lab entrances. Reza has asked Tim to make sure this information is clearly posted.

Reza called attention to his recent email that encourages BCOE faculty and staff to attend the 3/17/09 UCR Chancellor's Inauguration. Reza commented that the Regents are planning to discuss differential fees for Business and Engineering majors while they're at UCR. Differential fees for Engineering students could be very beneficial for BCOE.

Reza distributed a draft report from the Joint Senate/Administration Task Force on Department Chairs. This report provides an implementation plan for the Task Force's seven recommendations for Chair appointments.

Lastly, Reza distributed a brochure describing the UCR Student Affairs' Case Manager Program. This Program is intended to help students in need. Case Managers should be contacted when it is noticed that a student is having difficulties in relationships, academics, conduct, mental health, etc. Reza commented that these are tough times for students and all BCOE faculty and staff need to be sensitive to their needs.

2. Minutes Approval - Pat

The minutes of the 2/23/09 Chairs/Directors meeting were unanimously approved as submitted.

3. Space for Incoming Grad Students - Laxmi

Laxmi stated that CSE puts most of its incoming grad students on Fellowship funds and thus they do not have assigned TA space nor space in research labs. As such, CSE would like to have access to a large room that could hold 10-15 desks for these (new) grad students. Currently, CSE TA's have access to a large common room on the first floor of EBUII. An option was discussed that would enable TA's to have access to small meeting rooms for individual meetings with students. This option might enable more grad students to make use a common room. Laxmi indicated that each grad student should have access to a shared table and lockable drawer. Reza will ask Tim to look at options for CSE. Ravi stated that MESA will be moving into other spaces in EBUII and as such, their current room will be available. Bir mentioned that he will need space for robots that are scheduled to be delivered soon. Pat distributed summaries of BCOE rooms available or currently being used for grad students by department to each Chair. Questions about these summaries should be directed to Tim.

4. ABET

Each Chair presented the status of departmental efforts to collect ABET related data. Chairs reported that most of this data has been or is currently being collected through Fall 08. However, there have been delays obtaining data from some faculty. The Chairs noted that there is no consequence to a faculty member if he/she doesn't respond to departmental requests to submit ABET data. Reza will check with Betty Lord's Office to see if departmental merit/promotion letters can include information on a faculty member's ABET compliance. It was noted that most departmental ABET Coordinators are Junior faculty members which may hinder ABET data collection (particularly from Senior faculty). It was also noted that faculty cannot withhold grades from students until they submit end-of-course evaluations (which are used in the ABET process). Ravi stated that BCOE's Executive Committee now requires ABET (quantitative) justifications for any course change requests from departments. Mitch stated that Spring is a good time to do alumni surveys and that the templates and Survey Monkey tool are available from previous surveys. Linda indicated that Julia is sending out updated alumni lists to departments each quarter. It was noted that this same (ABET) information will be needed for UCR's WASC accreditation process.

5. Identification of Crucial Campus-wide Functions

Reza stated that the Executive Vice Chancellor wants input on crucial and non-crucial campus-wide functions as part of the current Budget Planning process. This input is due to the EVCP on Wednesday (3/11) so Reza requested comments and suggestions from the Chairs by noon on Tuesday (3/10).

6. Undergraduate Lab Needs - Reza

Reza indicated that he still needs input from some Chairs on undergraduate lab needs. He wants to include this information as part of the campus' process to establish a campus-wide Technology Fee for students. He has argued that such a Technology Fee should include more items than C&C infrastructure needs. He requested Chairs to develop comprehensive plans for their department's instructional labs over the next 5-10 years. He envisions a higher fee structure (perhaps \$10/unit) for CNAS and ENGR courses and lower fees for CHASS courses. He requested this input by 4/15/09 since his Committee's report is due on 5/1/09. As part of this process, Reza has argued that each student should be provided a laptop, but other Committee members were not supportive. Shankar provided a list of undergraduate lab equipment for ME that included equipment to be used in demonstrations for core undergraduate courses, a plasma (or water jet) cutter and equipment for a state-of-the-art mechatronics lab.

7. Masters of Engineering - Tom

Tom reported that the 1st draft of the Masters of Engineering On-Line (MS Engr OL) Program has been completed and sent to the Dean, Mark and Pat for comment. Tom will send out copies of the draft proposal to the Chairs. The next formal step will be to send it to the Graduate Division. Tom is recommending that the Program be described as an MS in Engineering (with Specializations) versus a Masters in Engineering since such a designation would be similar to UCLA's Program (which has already received UC approval). BCOE's Program would consist of 4 Core courses and 5 Specialization courses. The first Specialization will be Data Mining but other Specializations could be included in the proposal to the Graduate Division. Any such additional Specializations should be sent to Tom as soon as possible. The projected fee of the Program will be \$15K/yr per student. The Program's faculty will be paid to develop on-line courses and for course instruction. TA's will be provided for each on-line course. The majority of any "profit" from the Program will be allocated to grad student support. CSE needs to approve the Data Mining Specialization before the proposal can be finalized. The proposal then will go to BCOE's Executive Council for review before being sent to the Graduate Division. It is expected that the final proposal will be sent to the Academic Senate by the end of the Spring '09 quarter. Reza emphasized that we are trying to stay as close as possible to the UCLA model since this is already an approved Program. In response to a question from Matt, Reza stated that MS Engr OL courses can be taught by Research faculty as well as regular faculty, adjuncts or lecturers. Matt suggested that a Transportation Specialization could be offered by a combination of Research faculty at CE-CERT and regular faculty in BCOE.

8. Graduate Education/Recruitment - Mark

Mark distributed the latest available summary of BCOE grad student applications, admits and acceptances. FY 08/09 applications and admits are up slightly from FY 07/08 levels. CS and ME received an increased number of domestic applications this year. Mark also distributed a summary of the average time it takes to send out an offer letter from the time an application was received by BCOE departments. The number of days varied from 61 to 93 days and averaged 69 days. Mark commented that the Grad Division only takes about 3 days to send out an offer so most of the time lag is in the

departments. It was stated that departments can have earlier application deadlines, particularly for fellowships. Mark handed out a summary of Fellowship and Application deadlines from other Colleges of Engineering, including UCB, UCD, UCI, UCLA and UCSD. It was noted that many of these Colleges had Fellowship and Application deadlines earlier than UCR.

Also, it was noted that AAU guidelines allow students to delay responding to offer letters until 4/15 each year but the Grad Division is evaluating if it can modify the language in offer letters to encourage students to respond earlier. Reza indicated that BCOE needs to continue and enhance its domestic grad student recruitment efforts. He emphasized that offers to domestic students should be more generous than offers to international students, particularly in these difficult economic times in the US. He expects each department's Grad Advisor to work towards attracting more domestic students. It was noted that the limitations on fellowship funding for MS students hindered attracting domestic students. Reza responded that we will work with the Grad Division to develop modified models of fellowship support.

9. Undergraduate Education – Ravi

Ravi distributed the latest summary of freshmen applications and admits (as of 3/6/09). BCOE's applications increased 20% from last year and its admits increased by 25%. There were 803 BS/MS applications this year but only 96 qualified for admissions. The number of admits includes "early referrals" from other UC campuses but does not yet include the larger UC referral pool. It was noted that the campus has a cap of 4,000 for incoming students but BCOE's enrollment is not being capped. Ravi believes that there will be at least as many incoming Freshmen in BCOE this year as there were last year. Lastly, it was noted that all of BCOE's proposals for BS/MS degree programs have been approved. BIEN will be the next BS/MS program proposed.

10. Closed Session – Budget Discussions



Chairs' & Center Directors' Meeting

March 9, 2009

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 February 23, 2009 Meeting | Pat |
| 3. | Space for Incoming Graduate Students | Laxmi |
| 4. | ABET – Each Department to Provide Specific Updates | Chairs |
| 5. | Identification of Crucial Campus-wide Functions | All |
| 6. | Undergraduate Laboratory Needs | Chairs |
| 7. | Masters of Engineering | Tom |
| 8. | Graduate Education/Recruitment | Mark |
| 9. | Undergraduate Education | Ravi |
| 10. | Closed Session | |
| | Budget Discussions | Reza |

The next scheduled meeting will be
Monday, March 23, 2009

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

Draft Implementation Plan for the 7 Recommendations(R) of the Joint Senate/Administration Task Force Report on Department Chairs(2008)

R1 Revision of the current incentives for Chairs and provision of additional resources:
Academic Personnel will develop a compensation policy to ensure uniformity and fairness across the campus, taking into account the size/complexity of the unit and its budget. Compensation options will include stipends, summer salary, research support, and teaching release.

R2. Provision of formal training on those areas of performance for which the chair is responsible and in which he/she exercises authority. Provision of on-going training on development of leadership and management skills:

We will utilize the Department Chair Lunch bunches to provide on-going training. The meetings will be co-chaired by the VPAP and a department chair, who will take the lead on setting the agenda. The Quarterly department chair forums as well as new chair orientation will continue. A council of experienced former chairs will be established to provide "on call" advice. Support will be sought for attending national meetings of department chairs by discipline. Web resources for Chairs will be expanded to include a web manual and a working calendar will be provided.

R3. Appointment of chairs to be delegated to the dean's level.
This will be effective July 1, 2009

R4. Extension of the Chair's term from the current one-year term to three to five year terms.

This will be effective July, 1 2009. All Chair terms will start fresh, with either a 3, 4 or 5 year appointment. Academic Personnel will develop Chair appointment procedures.

R5. Start of term contracts and establishment of annual reports from the department chair to the dean.

Academic Personnel will develop appointment procedures that outline this. The Dean and the Chair should agree on a set of priorities for the term for which the Chair would report back on via the annual report.

R6. Establishment of an end of term formal evaluation, independent from the academic personnel review, for chairs considering re-appointment as chair.

The dean is responsible for administering the evaluation procedure that will be developed by Academic Personnel per APM 245-80. In the initial establishment phase, all who have currently served 5 years or more will need to undergo the 5 year review before being appointed into a 3 to 5 year term, July 1, 2009. This may occur concurrently with the first year of appointment. Thereafter, all 5 year reviews will commence at the start of the 5th year and will be completed by the end of winter quarter.

R7: Recognition and reward to the chair for improvements in the academic profile and in the overall development of the department.

2009-10 BCOE GRADUATE RECRUITMENT TARGETS

Dept	M.S.	Ph.D.	Total
BIEN	5	10	15
CEE	2	18	20
CSE	10	30	40
EE	15	30	45
ME	2	8	10
Subtotal	34	96	130

2009-10 CAMPUS GRADUATE RECRUITMENT TARGETS

College	Total
BCOE	130
CHASS	201
CNAS	231
DBS	4
GSOE	16
Subtotal	582

PhD only

Graduate Division Data as of February 25, 2009

International Students									
Program	Apps			Admits			Accepts		
	2007	2008	2009	2007	2008	2009	2007	2008	2009
BIEN	11	27	27	0	1	0	0	0	0
CEE	83	83	112	17	7	20	0	0	0
CS	271	402	425	0	0	0	0	0	0
EE	273	421	420	0	20	10	0	1	2
ME	75	90	65	14	0	0	2	0	0
Total	713	1023	1049	31	28	30	2	1	2

Domestic Students									
Program	Apps			Admits			Accepts		
	2007	2008	2009	2007	2008	2009	2007	2008	2009
BIEN	15	26	24	0	5	9	0	0	0
CEE	28	31	22	13	14	11	0	0	0
CS	51	40	55	3	0	0	0	0	0
EE	34	34	33	0	6	0	0	0	0
ME	21	11	18	1	0	6	0	0	0
Total	149	142	152	17	25	26	0	0	0

Total Students									
Program	Apps			Admits			Accepts		
	2007	2008	2009	2007	2008	2009	2007	2008	2009
BIEN	26	53	51	0	6	9	0	0	0
CEE	111	114	134	30	21	31	0	0	0
CS	322	442	480	3	0	0	0	0	0
EE	307	455	453	0	26	10	0	1	2
ME	96	101	83	15	0	6	2	0	0
Total	862	1165	1201	48	53	56	2	1	2

Unit	Apps		Admits		Accepts		One Year Percent Change		
	2008	2009	2008	2009	2008	2009	Apps	Admits	Accepts
BCOE	1165	1201	53	56	1	2	3.1%	5.7%	100.0%
CHASS	1092	1209	130	163	7	13	10.7%	25.4%	85.7%
CNAS	1288	1350	152	151	4	4	4.8%	-0.7%	0.0%
DBS	33	47	3	8	0	0	42.4%	166.7%	#DIV/0!
AGSM	213	288	43	36	13	4	35.2%	-16.3%	-69.2%
GSOE	135	148	27	4	13	3	9.6%	-85.2%	-76.9%
Total	3926	4243	408	418	38	26	8.1%	2.5%	-31.6%

Program	Offers Made or	
	In Process	Target
Bioengineering	11	15
Chemical and Environmental Engineering	39	20
Computer Science	56	40
Electrical Engineering	28	45
Mechanical Engineering	12	10
Grand Total	146	130

Program	Average of Time	
	from Application	Submitted to Offer
	Letter Sent, Days	
Bioengineering	57	
Chemical and Environmental Engineering	59	
Computer Science	93	
Electrical Engineering	77	
Mechanical Engineering	61	
Grand Total	69	

Campus	Program	Deadline	
		Fellowship	Application
UC Berkeley	Bioengineering	10-Dec	10-Dec
	Chemical Engineering	8-Jan	8-Jan
	Civil Engineering	15-Dec	3-Feb
	Computer Science	15-Dec	15-Dec
	Electrical Engineering/Computer Science	16-Dec	16-Dec
	Materials Science & Engineering	10-Dec	10-Dec
	Mechanical Engineering	5-Dec	5-Dec
UC Davis	Biomedical Engineering	15-Jan	15-Mar
	Chemical Engineering	15-Jan	1-Feb
	Civil & Environmental Engineering	15-Jan	31-May
	Computer Science	15-Jan	31-May
	Electrical & Computer Engineering	15-Jan	15-Apr
	Materials Science & Engineering	15-Jan	1-Feb
	Mechanical & Aeronautical Engineering	15-Dec	15-Feb
UC Irvine	Engineering & ICS	15-Jan	None
UC Los Angeles	Biomedical Engineering		15-Dec
	Chemical Engineering		15-Jan
	Civil and Environmental Engineering	15-Dec	15-Jan
	Computer Science		15-Dec
	Electrical Engineering		15-Dec
	Materials Science & Engineering		15-Dec
	Mechanical & Aerospace Engineering		5-Jan
UC Riverside	Engineering	5-Jan	30-Jun
UC San Diego	Bioengineering	8-Dec	8-Dec
	Chemical Engineering	3-Jan	31-May
	Computer Science & Engineering	15-Dec	15-Dec
	Electrical & Computer Engineering	2-Jan	2-Jan
	Materials Science & Engineering	12-Jan	12-Jan
	Mechanical & Aerospace Engineering	3-Jan	31-May
Stanford	Bioengineering	2-Dec	2-Dec
	Chemical Engineering	6-Jan	3-Mar
	Civil and Environmental Engineering	16-Dec	17-Mar
	Computational & Mathematical Engineering	16-Dec	13-Jan
	Computer Science	9-Dec	9-Dec
	Electrical Engineering	16-Dec	16-Dec
	Materials Science & Engineering	2-Dec	2-Dec
	Mechanical Engineering	2-Dec	13-Jan
Georgia Tech	Biomedical Engineering	9-Jan	9-Jan
	Chemical Engineering	1-Feb	1-Feb
	Civil Engineering	30-Dec	17-Jan
	Electrical & Computer Engineering (dom)	1-Dec	1-Dec
	Electrical & Computer Engineering (intl)	1-Jan	1-Jan
	Materials Science & Engineering (dom)	1-Jun	1-Jun
	Materials Science & Engineering (intl)	1-Mar	1-Mar
	Mechanical Engineering	1-Feb	1-Jun
Florida	Biomedical Engineering	31-Dec	31-Dec
	Chemical Engineering	1-Feb	15-Jun
	Civil & Coastal Engineering	30-Jan	30-Jan
	Computer/Information Science/Engineering	15-Jan	31-May
	Materials Science & Engineering	Rolling	Rolling
	Mechanical & Aerospace Engineering	5-Jan	1-Apr
MIT	Biological Engineering	31-Dec	31-Dec
	Chemical Engineering	2-Jan	2-Jan
	Civil & Environmental Engineering	2-Jan	2-Jan
	Electrical Engineering and Computer Science	15-Dec	15-Dec
	Materials Science & Engineering	2-Jan	1-Mar
	Mechanical Engineering	15-Dec	15-Jan

FRESHMEN		Applicants				Admits		
MAJOR		3/6/2009	BS + (BS+MS)	3/7/2008	Increase	3/6/2009	3/7/2008	Increase
Bioengineering		324		274	18%	280	226	24%
Business Informatics		39		34	15%	22	21	5%
Chemical_Engineering		169		212	-20%	190	165	15%
Chemical_Engineering_BS+MS		100	269		27%	14		
Computer_Engineering		463		509	-9%	341	339	1%
Computer_Science		286		440	-35%	343	308	11%
Computer_Science_BS+MS		245	531		21%	35		
Electrical_Engineering		336		299	12%	258	205	26%
Environmental_Engineering		140		121	16%	192	96	100%
Environmental_Engineering_BS+MS		114	254		110%	17		
Materials_Science_and_Engineering		32		54	-41%	25	37	-32%
Mechanical_Engineering		476		624	-24%	605	491	23%
Mechanical_Engineering_BS+MS		344	820		31%	30		
TOTALS								
	BS + (BS+MS)	3068		2567	20%	2352	1888	25%
	BS+MS Only	803				96		