

## Chairs' & Center Directors' Meeting Minutes

**Date:** April 6, 2009 (12:00 to 2:00 pm)

**Location:** EBU II – Room 443

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

**Absent:** Barth, Matt  
Bhanu, Bir  
Norbeck, Joe  
Ravishankar, Chinya  
Yan, Yushan

The agenda for the meeting is shown in Appendix 1.

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

Reza reported that he hosted a meeting at his house last weekend for about 20 guests to discuss local and regional sustainability issues. The mayor of Riverside attended the event.

There is no new information on UCR's budget situation so there is no need for a Closed Budget Session at the end of the meeting. If the state's initiatives don't pass in May, it will cause another \$7B shortfall in addition to the \$8B shortfall already projected. The state's total deficit could reach \$42B. Reza noted that since it appeared that UC was spared in the previous budget cuts, it may be targeted by the state if further cuts are needed.

Reza discussed the recent increase in UCR mail delivery charges. These new charges were not communicated to campus units in advance. BCOE expects an annual 49% increase in mail costs due to these new mail charges. Mailing Services may revisit these new charges and/or may develop a transition plan for them.

Gordon Bourns has accepted Reza's offer to be the keynote speaker at this year's BCOE Commencement. Gordon will be a particularly appropriate speaker since BCOE will be celebrating its 20<sup>th</sup> anniversary over the next year.

Reza stated that he received an email from an undergraduate student indicating that a BCOE faculty member was spending time teaching at another institution and as a result had to cancel two weeks of his

BCOE classes. The student felt that this faculty member's absence conflicted with the assertion that students received more individualized attention from UCR faculty than at other UC campuses. The student sent a copy of this email to the Chancellor. Reza reminded participants that faculty need to notify Chairs in advance of extended absences during the academic year. Faculty need to formally request leaves if they are consulting or teaching at another academic institution during the academic year. Faculty can consult one day/week as long as there are no effects on their academic duties (including instruction).

No new items were added to the agenda.

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

Jim requested a small change in item #2 in the draft minutes. The revised minutes of the 3/23/09 Chairs/Directors meeting were unanimously approved.

## **3. Departmental Updates**

Shankar stated that ME will have a faculty meeting this afternoon. When invited to comment on the course steward program in ME as it pertains to ABET, he indicated that ME has assigned a course steward for each departmental class. This faculty member will take stewardship of the class (no matter who teaches it each quarter) and will prepare an initial ABET matrix and other pertinent documents that will be made available to other instructors assigned in the future to teach that class. The idea is this well-constructed framework will be used as the default one in case of problems, and relevant data uploaded to complete files in the future. Individual instructors will of course have the freedom to modify this framework as they see fit.

Laxmi stated that CSE is in negotiations with a potential Assistant Professor appointment. The faculty member's research area is Embedded Systems.

Tom indicated that the On-Line MS in Engr degree proposal will be sent to the Graduate Division this week. Bioengineering is developing a sample area of specialization for the proposal. Reza pointed out that faculty shouldn't be worried about the details of the proposed program at this time as changes can be made after it's approved. Tom stated that he modeled this proposal after UCLA's approved program to minimize potential objections at UCR. Reza reminded Chairs that all the funds generated by this program will go to participating departments for faculty payments (for course development and/or instruction), TA's and grad student support. Tom stated that CSE has a studio available for recording on-line course content. This studio consists of a computer, microphone and camera. This studio could also be used for video conferencing.

Alex stated that he is drafting responses to CCGA's comments on the MS&E Graduate Education proposal.

Robert reported that the campus should develop a strategy for obtaining federal Stimulus funds for the new MS&E Building's Clean Room. Reza responded that he will work with the CNAS Dean to appoint a joint faculty committee to determine equipment needs, funding targets, etc. Possible BCOE members of this committee include Robert Haddon, Sakhrat Khizroev, Jianlin Liu and David Kisailus. Alex stated that BCOE students now have to wait to use CNSE's Clean Room due to increased demand. Lastly, Robert reported that the drain line installed in the new MS&E Building's Clean Room may not have enough slope to be useable. Reza will ask for more information on this situation from Design & Construction.

Mitch pointed out that NSF's Instrumentation for Materials Research (IMR) solicitation has been released. Also, he noted that it was recently determined that NIH will accept one proposal per University per NIH Institute for its Instrumentation solicitation.

#### **4. Graduate Education/Recruitment - Mark**

Mark distributed a handout that included graphs of grad student applications, offers and SIR's for BCOE departments from FY 04/05 through FY 09/10. Also, Mark distributed a table that presents the status of grad student offers by department. This table indicates that total offers will be 247 this year compared to 350 last year. There are only another 16 possible offers in GradSIS. As such, Mark is projecting a total of 100 incoming BCOE grad students for FY 09/10. Reza voiced the concern that this will be 20 grad students below BCOE's target of 120. He noted that any fellowship funding not used by BCOE will be re-allocated to other UCR colleges, particularly CHASS (since it has exceeded its target). Mark commented that departments can still make grad student offers until 5/1/09. After that date, there is no fellowship funding guarantee from the Grad Division. It was noted that Bir recently won an IGERT award which will need a number of domestic grad students. Reza announced that he will work with the Grad Division to develop Grad Advisor expectations, including domestic student recruitment responsibilities. He wants to make the appointment of Grad Advisors a more formal process and include on-going coordination with department chairs. It was noted that faculty play an important part in grad student recruitment efforts and that providing instructional credit for six or more grad students has encouraged faculty to take on more grad students. Lastly, it was noted that the Grad Division provides \$2,900 for each Masters student but departments can offer more to some students (as long as they are able to offer less funds to other students). Also, departments can request full fellowship funding for outstanding Masters students from the Dean of the Graduate Division.

#### **5. Undergraduate Education – Ravi**

Ravi was unavailable for this meeting but Mark stated that BCOE's undergraduate SIR's are up about 40% from last year.

#### **6. Other**

Reza asked Jim to report on preparations for Tech Horizons 09 (TH09). Jim noted that the keynote speakers for Ravi's technical conference, which is the first two days of TH09, have accepted invitations. Also, he noted that no-one has registered for TH09 yet through the UNEX registration website. He will be sending out another email blast next week with a third blast the week after. All BCOE faculty, staff and student attendees need to register, using a different website. There will be no charge for BCOE attendees. The Minority Serving Institutions' Research Partnership (MSIRP) has cancelled its one-day session in TH09 but they will send 10-12 representatives to TH09.

Reza mentioned that other universities are taking major budget cuts. As an example, the University of Washington's budget is being reduced by 28%.

Reza indicated that the state's bonds sold very well recently so construction should be re-started on the MS&E Building soon.



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

**April 6, 2009**

## **Agenda**

Engineering Building Unit II – Room 443

- |    |   |      |
|----|---|------|
| 1. | Welcome - Request for Agenda Items from the Floor | Reza |
| 2. | Approval of Minutes from March 23, 2009 Meeting   | Pat  |
| 3. | Departmental Update                               |      |
| 4. | Graduate Education/Recruitment                    | Mark |
| 5. | Undergraduate Education                           | Ravi |
| 6. | Closed Session<br>Budget Discussions              | Reza |

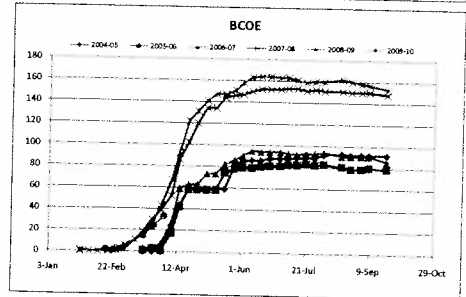
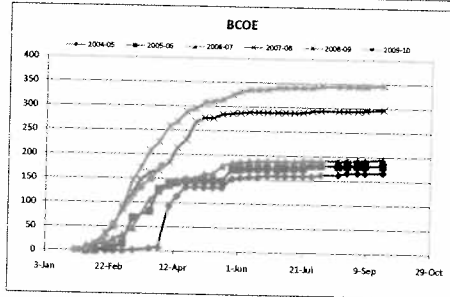
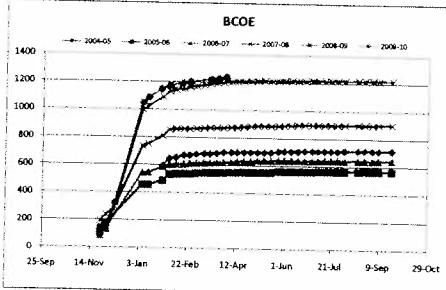
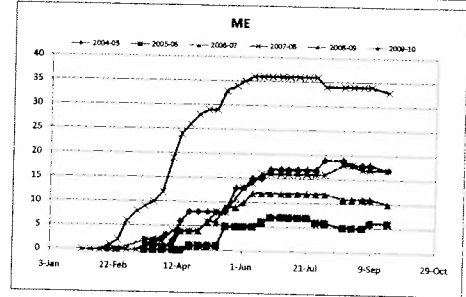
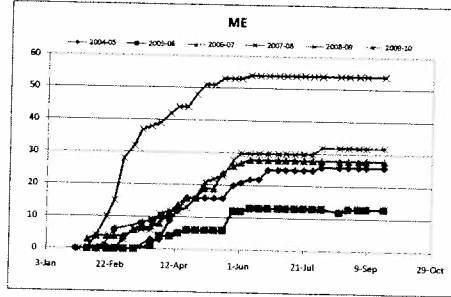
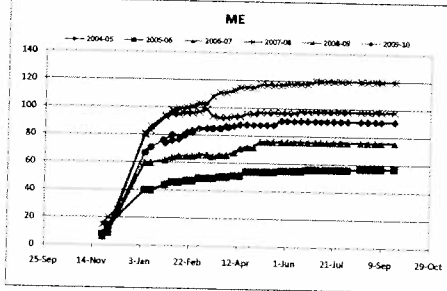
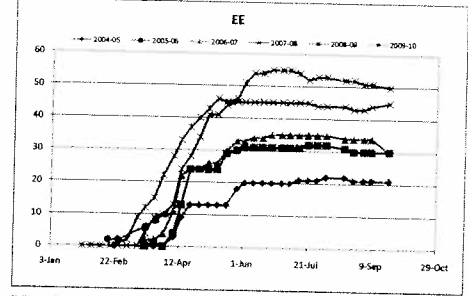
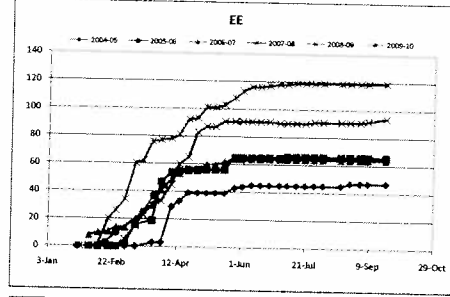
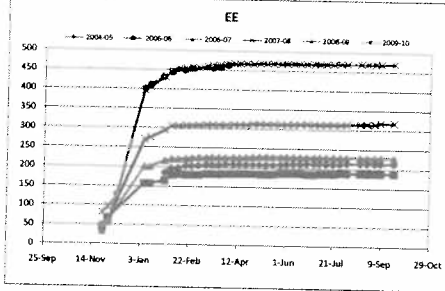
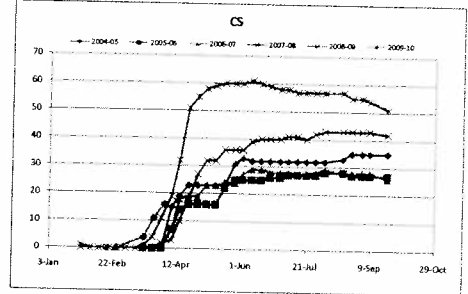
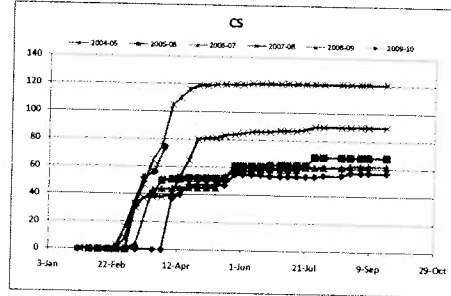
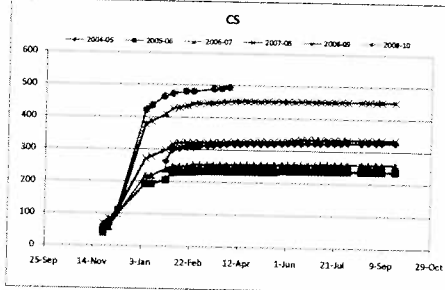
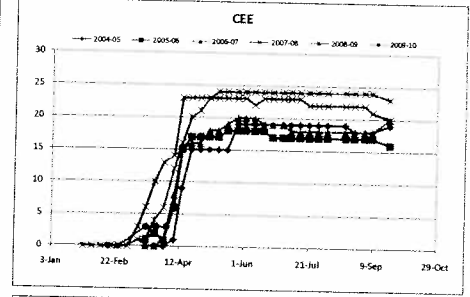
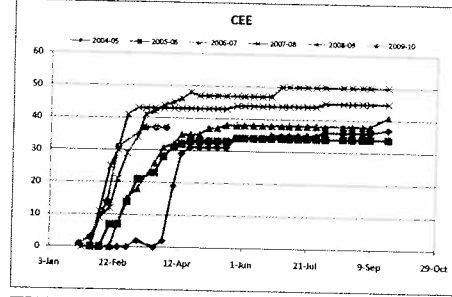
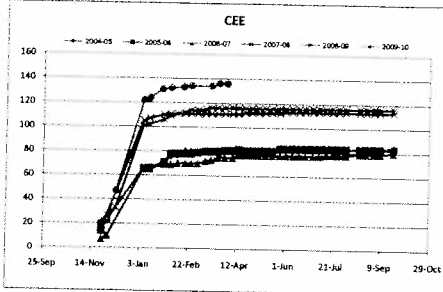
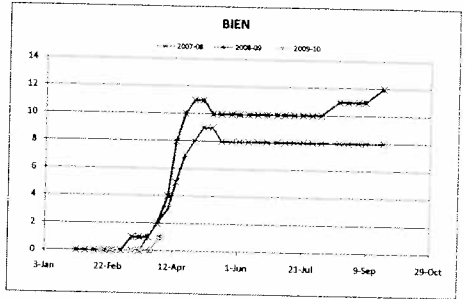
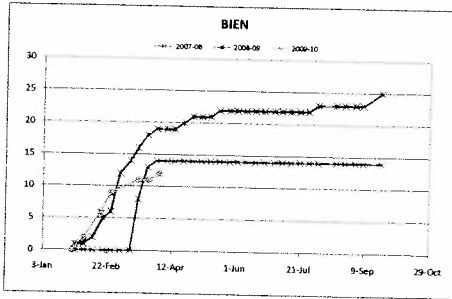
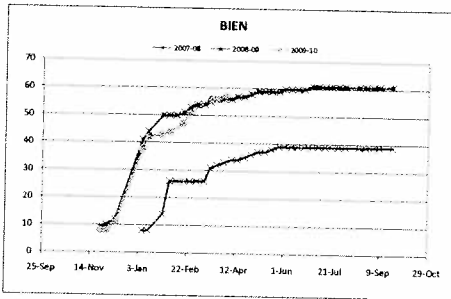
The next scheduled meeting will be  
**Monday, April 20, 2009**

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

APP

OFFERS

SIR'S



Based on GradSIS: 4/6/2009

Program	Status	MS			PhD			Totals			
		Res	NR	Int'l	Res	NR	Int'l	Res	NR	Int'l	All
BIEN	Accept	0	0	0	1	0	0	1	0	0	1
	Decline	0	0	0	1	1	0	1	1	0	2
	Pending	2	1	0	6	0	0	8	1	0	9
	In Process	0	0	1	1	0	0	1	0	1	2
CEE	Accept	0	0	2	0	0	6	0	0	8	8
	Decline	0	0	0	1	1	5	1	1	5	7
	Pending	1	2	1	4	3	12	5	5	13	23
	In Process	0	0	0	0	0	4	0	0	4	4
CPSC	Accept	3	0	4	5	3	6	8	3	10	21
	Decline	2	0	2	1	2	3	3	2	5	10
	Pending	2	1	20	5	4	25	7	5	45	57
	In Process	0	1	18	1	0	0	1	1	18	20
ELEN	Accept	0	0	4	2	0	9	2	0	13	15
	Decline	0	0	0	1	0	7	1	0	7	8
	Pending	5	0	3	6	2	17	11	2	20	33
	In Process	4	0	3	1	0	3	5	0	6	11
MCEN	Accept	1	0	0	2	0	1	3	0	1	4
	Decline	0	0	0	0	0	1	0	0	1	1
	Pending	3	1	2	1	0	1	4	1	3	8
	In Process	0	0	1	0	0	2	0	0	3	3
BCOE	Accept	4	0	10	10	3	22	14	3	32	49
	Decline	2	0	2	4	4	16	6	4	18	28
	Pending	13	5	26	22	9	55	35	14	81	130
	In Process	4	1	23	3	0	9	7	1	32	40

Program	AMDITS/APPLICATIONS							SIRS/ADMITS						
	2004-05	2005-06	2006-07	2007-08	2008-09	Average	2009-10	2004-05	2005-06	2006-07	2007-08	2008-09	Average	2009-10
BIEN				36%		39%	21%				57%	48%	53%	8%
CEE	44%	41%	51%	40%	43%	44%	28%		47%	49%	44%	46%	47%	21%
CPSC	17%	29%	24%	27%	27%	25%	18%	51%	40%	42%	47%	42%	46%	24%
ELEN	22%	35%	28%	30%	25%	28%	12%	61%	45%	47%	48%	42%	45%	27%
MCEN	29%	23%	37%	55%	27%	34%	15%	45%	46%	36%	61%	53%	52%	31%
BCOE	23%	32%	30%	33%	28%	29%	17%	55%	44%	44%	50%	44%	47%	24%