

Chairs' & Center Directors' Meeting Minutes

Date: June 1, 2009 (12:00 to 2:00 pm)

Location: EBU II – Room 443

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

Absent: Barth, Matt
Bhanu, Bir
Norbeck, Joe

The agenda for the meeting is shown in Appendix 1.

1. Welcome and call for agenda items - Reza

The following items were added to the agenda: Freshmen SIR's (Jerry), Year-end fiscal closing (Shankar), Faculty summer salary rules (Alex) and three items from Mitch.

Reza pointed out the recent article in the Press-Enterprise on BCOE's research on surveillance technologies. Jerry has been asked to help provide an article for an upcoming issue of UCR's magazine. He will forward the draft article to Reza, Mark and/or Ravi for review. It was noted that BCOE's students held their annual Bourns Banquet at the Commons last Friday. There were about 15 tables of students but few faculty. Reza noted that CE-CERT and ME sent out their recent student scholarship announcements to the campus. Ravi reported that BCOE's website now lists scholarship opportunities.

2. Approval of Minutes - Pat

The minutes of the May 18th Chairs/Directors meeting were unanimously approved.

3. Commencement – Ravi/Mark

Mark commented that the campus has scheduled a meeting on Thursday (6/4) to go over grad student hoodings. BCOE's grad student marshal is from CSE. Ravi mentioned that Rod will be meeting with campus representatives to go over Commencement activities this afternoon. BCOE volunteers have been identified and have been assigned Commencement roles. The faculty marshal is Mihri Ozkan. There will

be 23 MS, 28 PhD and 138 BS degrees given out at BCOE's Commencement. So far, 35 BCOE faculty have volunteered to attend Commencement. All BCOE departmental FAOs and Graduate Student Assistants have volunteered. About 3,500 are expected to attend BCOE's Commencement. The Dean's Office will supply BCOE "dogtags" to departments for their graduates. BCOE's website will be updated to include Commencement information.

4. MSE Teaching Plans - Alex

Alex reported that MSE course offerings for AY 09/10 have been resolved with participating departments. Alex mentioned that David Kisailus has been asked to teach MSE 001 since he is very good at motivating students to stay in MSE. Yushan indicated that due to a lack of faculty, CEE may have problems offering its courses next year. Reza asked Alex to provide a schedule of MSE courses for the next two academic years with suggested instructors. Reza stressed that MSE is very important for BCOE and that departments had agreed to cooperate.

5. ABET Departmental Updates

BIEN: Jerry stated that BIEN has re-drafted the department's Program Educational Objectives. BIEN has identified three new required courses (including Physiology) and two electives. There are 15 possible BIEN electives in EE, ME and CEE. Also, BIEN has developed a draft (A-N) ABET matrix and a senior survey will be done. BIEN expects to go through the ABET process in 2011.

CSE: Laxmi indicated that CSE is currently collecting quarterly course changes. There will be one new CSE course next year. CSE will collect input from its Council members via email this year. Reza stated that AGSM and BCOE already receive professional accreditation so there should be no need for these units to do anything more for the campus' WASC accreditation. Jerry noted that UCI's College of Engineering Dean's Office ran course evaluations for all its departments. Shankar responded that ME has a survey tool that it was willing to share with other BCOE departments.

CEE: Yushan stated that CEE is collecting course files for the current quarter including exams and homework. CEE's goal is 100% compliance but there are significant holes in previous quarters.

EE: Roger reported that EE is focusing on the campus' review of its undergraduate program. In particular, EE is working on locating all the source (i.e., non-pdf) documents for its lab manuals. The campus' review indicated that EE's lab manuals needed to be updated. EE is still collecting Winter 09 course files. Roger stated that there has not been good compliance with collecting ABET information in EE. Roger has threatened to assign EE 001A to instructors who don't comply with ABET reporting requirements. It was noted that it would be beneficial to be able to include ABET compliance information in faculty merit files. Reza stated that he will send an email to BCOE faculty (except BIEN) stressing the importance of meeting ABET reporting requirements. Also, Reza will send a message to Betty Lord (or her successor) asking how to include ABET compliance information in merit/promotion files.

ME: Shankar stated that ME's ABET process is under control. ME will be doing an alumni survey this year (along with CEE). ME has a few 'holes' in Fall 08 and Winter 09 course files.

MSE: Alex reported that collection of files for MSE courses is being done in cooperation with departments.

Ravi noted that BCOE's Business Informatics program will eventually need ABET accreditation. Chairs agreed that departmental annual ABET reports will be prepared and sent to Mitch by 6/30/09. Mitch will send a summary of items to be included in these annual reports to the Chairs.

6. BCOE College Year-End/COA - Linda

Linda reported BCOE's next Council of Advisors (COA) meeting is scheduled for this Friday and Saturday (June 5-6). Approximately 16 Advisors will attend. Linda asked that copies of COA presentations be sent to her as soon as possible. The EVCP is scheduled to speak during the meeting. BCOE's Year-End meeting is scheduled from 4:00 – 6:30pm on June 5th. The COA members will join the Year-End meeting around 4:30pm for a Reception (in EBUII 232). A tour of Victor Zordan's lab has been arranged for COA members from 4:00 – 4:30pm on June 5th. The Advisors will probably not have enough time for a tour of the CNSE Clean Room.

7. Graduate Education/Recruitment - Mark

Mark distributed two handouts. The first handout from the Grad Division indicated that BCOE's incoming grad students total 122 (vs its 130 target). However, the second handout (from GradSIS) projects a total of 134 incoming grad students. The 12 student difference is a result of some international students not completing their financial support data and thus not yet appearing on the Grad Division's summary.

8. Undergraduate Education - Ravi

Ravi noted that UCR Transfer event held last Friday. This was a combined CNAS and BCOE event for Community College counselors and instructors. There were about 80-90 participants, mostly from local Community Colleges. Also, Ravi stated that \$5K research offers were made to 25-30 BCOE transfer applicants but only two accepted. These offers were made to applicants in the top 25% of all Hispanic, low-income transfer applicants. Ravi may decide to offer these research awards to continuing (Hispanic, low-income) BCOE students. It appears the BCOE transfers are up 15-20% this year.

Jerry indicated that a highly-qualified BIEN undergrad applicant was denied admission by UCR due to a delay in receipt of fees. Ravi responded that late payment of fees should not have disqualified this applicant. Ravi will investigate the situation. It was noted that UCR has an enrollment cap of about 4,000 this year but actual enrollment will probably end up around 4,050. BCOE should develop a selective enrollment process so that the best students are admitted, not just the first ones who accepted. Ravi stated that the total number of BCOE freshmen SIR's is about 630 at this time.

Ravi recommended that departments offer (two-week) refresher courses for transfer students before or at the beginning of the Fall quarter. These courses can be funded by Ravi's Title V grant and would be at no cost to students.

Lastly, Ravi stated that the UCR History Department has cancelled most History of Science classes and has asked BCOE to pay for the instruction of any such courses for BCOE students. This issue will need to be resolved since most BCOE undergrads take this course.

Shankar noted that several 2007-08 teaching awards nominations were made for BCOE faculty and lecturers but none were awarded. Ravi responded that he will investigate the option of proceeding with these awards instead of moving them to the 2008-09 academic year. Reza stated that faculty/lecturer teaching award nominations take time to prepare and should be acted upon.

9. Summer Meeting Dates - Pat

Pat stated that the Chairs/Directors normally meet only once per month during the summer. After discussion, it was agreed that one meeting per month would be scheduled in July and August. However, emergency meetings might have to be called during the summer to discuss budget issues.

10. Other

Shankar noted that ME staff has been working long hours to prepare year-end financial information for the Dean's Office. He stated that ME could end up with negative balances in certain categories of expenses. Pat responded that the Dean's Office has offered to exchange funds for departments. For example, ME could exchange unused UCOP grad student funding for TA support, Lecturers or other categories. If departments end the year in a negative position in total, they need to provide the Dean's Office with a plan to cover this deficit (over the next fiscal year, for example).

Alex noted that the Office of Research's (OR's) recent message to faculty concerning summer salary rules could cause problems for faculty attending conferences and meetings during summer months if those meetings weren't directly related to the sources of summer salary. Pat responded that the best way to minimize this problem was to spread the typical 1-2 months of summer salary support over the three summer months. There are a few BCOE faculty that take three (100% time) months of summer salary and this could conflict with attendance at meetings, etc. Tom noted that UCR provided past guidance that the accepted accuracy of percent time estimates is 5% which can give faculty some flexibility. After discussion, Reza will confer with the Dean of CNAS and the Deans of other UC Engineering colleges to obtain additional input and perspective. Afterwards, he hopes that the campus will be able to provide additional guidance with increased flexibility and/or options.

Mitch reported that the proposed effort to add administrative salaries to Economic Stimulus (ARRA) projects has been rejected by OMB. As such, ARRA proposals can no longer contain administrative salaries.

Mitch also reported that UCR's current status as an Hispanic Serving Institution (HSI) is in jeopardy. UCR has the required Hispanic enrollment and evidence that it is serving low-income students but the campus is currently spending too much per student to qualify as an HSI. It is believed that UCR is one of the few major research universities with an HSI designation. UCR will likely request a waiver to be able to continue being classified as an HSI.

Lastly, Mitch indicated that Agilent will be visiting BCOE next Monday (6/8) to meet with faculty interested in discussing novel approaches to measurement science. Mitch has already contacted several BCOE faculty that could be interested in meeting with Agilent but asked the Chairs to provide additional names. Agilent can provide sabbatical salary and small grants to faculty.

Due to time constraints, the Closed Session to discuss Budget issues was postponed.



Chairs' & Center Directors' Meeting

June 1, 2009

Agenda

Engineering Building Unit II – Room 443

- | | | |
|----|---|-------------|
| 1. | Welcome - Request for Agenda Items from the Floor | Reza |
| 2. | Approval of Minutes from May 18, 2009 Meeting | Pat |
| 3. | Commencement | Ravi/Mark |
| 4. | MSE Teaching Plans | Alex/Chairs |
| 5. | ABET Departmental Updates | Chairs |
| 6. | BCOE College Year-End/COA | Linda |
| 7. | Graduate Education/Recruitment | Mark |
| 8. | Undergraduate Education | Ravi |
| 9. | Summer Meeting Dates | Pat |

C L O S E D S E S S I O N

- | | | |
|-----|--------|------|
| 10. | Budget | Reza |
|-----|--------|------|

The next scheduled meeting will be

Monday, June 15, 2009

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

2009-10 BCOE GRADUATE RECRUITMENT TARGETS

Dept	M.S.	Ph.D.	Total	Accepts	% of Target
BIEN	5	10	15	5	33.3%
CEE	2	18	20	19	95.0%
CSE	10	30	40	48	120.0%
EE	15	30	45	39	86.7%
ME	2	8	10	11	110.0%
Subtotal	34	96	130	122	93.8%

2009-10 CAMPUS TARGETS

College	Total	To Date	% of Target
BCOE	130	122	93.8%
CHASS	201	211	105.0%
CNAS	231	152	65.8%
DBS	4	4	100.0%
GSOE	16	55	NR
Subtotal	566	489	86.4%

Graduate Division Data as of May 27, 2009

Program	International Students								
	Apps			Admits			Accepts		
	2007	2008	2009	2007	2008	2009	2007	2008	2009
BIEN	17	27	28	5	8	1	4	5	1
CEE	84	85	115	27	25	30	16	14	16
CS	272	407	444	57	93	87	23	42	33
EE	277	424	430	77	88	60	34	34	33
ME	76	92	67	42	19	8	27	9	2
Total	726	1035	1084	208	233	186	104	104	85

Program	Domestic Students								
	Apps			Admits			Accepts		
	2007	2008	2009	2007	2008	2009	2007	2008	2009
BIEN	22	32	35	9	14	14	4	5	4
CEE	28	31	22	17	22	13	7	10	3
CS	57	46	52	27	27	31	13	18	15
EE	36	44	42	14	20	19	11	12	6
ME	21	25	21	11	9	13	7	2	9
Total	164	178	172	78	92	90	42	47	37

Program	Total Students								
	Apps			Admits			Accepts		
	2007	2008	2009	2007	2008	2009	2007	2008	2009
BIEN	39	59	63	14	22	15	8	10	5
CEE	112	116	137	44	47	43	23	24	19
CS	329	453	496	84	120	118	36	60	48
EE	313	468	472	91	108	79	45	46	39
ME	97	117	88	53	28	21	34	11	11
Total	890	1213	1256	286	325	276	146	151	122

Unit	Apps		Admits		Accepts		One Year Percent Change		
	2008	2009	2008	2009	2008	2009	Apps	Admits	Accepts
BCOE	1213	1256	325	276	151	122	3.5%	-15.1%	-19.2%
CHASS	1156	1270	313	347	182	211	9.9%	10.9%	15.9%
CNAS	1344	1426	329	337	143	152	6.1%	2.4%	6.3%
DBS	36	48	11	10	2	4	33.3%	-9.1%	100.0%
AGSM	332	462	110	135	53	48	39.2%	22.7%	-9.4%
GSOE	202	211	87	82	63	55	4.5%	-5.7%	-12.7%
Total	4283	4673	1175	1187	594	592	9.1%	1.0%	-0.3%

Based on GradSIS: 6/1/2009

Program	Status	MS			PhD			Totals			
		Res	NR	Int'l	Res	NR	Int'l	Res	NR	Int'l	All
BIEN	Accept	1	0	0	3	0	1	4	0	1	5
	Decline	1	1	0	6	1	0	7	2	0	9
	Pending	1	0	0	0	0	0	1	0	0	1
	In Process	1	0	1	0	0	0	1	0	0	2
CEE	Accept	1	1	2	1	1	14	2	2	16	20
	Decline	1	1	1	4	3	13	5	4	14	23
	Pending	0	0	0	0	0	0	0	0	0	0
	In Process	0	0	1	0	0	2	0	0	3	3
CPSC	Accept	3	0	20	8	4	20	11	4	40	55
	Decline	4	1	22	4	5	15	8	6	37	51
	Pending	1	1	10	0	0	0	1	1	10	12
	In Process	2	0	2	0	0	0	2	0	2	4
ELEN	Accept	1	0	9	4	2	27	5	2	36	43
	Decline	5	0	4	5	1	16	10	1	20	31
	Pending	1	0	1	1	0	2	2	0	3	5
	In Process	0	0	1	0	0	0	0	0	1	1
MCEN	Accept	4	0	0	4	1	2	8	1	2	11
	Decline	1	1	0	1	0	2	2	1	2	5
	Pending	1	0	3	0	0	0	1	0	3	4
	In Process	0	0	0	0	0	0	0	0	0	0
BCOE	Accept	10	1	31	20	8	64	30	9	95	134
	Decline	12	4	27	20	10	46	32	14	73	119
	Pending	4	1	14	1	0	2	5	1	16	22
	In Process	3	0	5	0	0	2	3	0	7	10