

Chairs' & Center Directors' Meeting Minutes

Date: June 2, 2008 (12:00 to 2:00 pm)
Location: EBU II – Room 443
Attendees: Abbaschian, Reza
Barth, Matt
Bhanu, Bir
Bhuyan, Laxmi
Boretz, Mitch
Hartney, Pat
Jiang, Qing
Matsumoto, Mark
Ravishankar, Chinya
Schultz, Jerry
Yan, Yushan (for Marc Deshusses)

Absent: Balandin, Alex
Chute, Richard
Deshusses, Marc
Haddon, Robert
Lake, Roger
Norbeck, Joe

The agenda for the meeting is shown in Appendix 1.

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

Reza announced that Yushan Yan has agreed to be the new Chair of the Chemical/Environmental Engineering department. Reza has been participating in UCR's review of EE's undergraduate and graduate programs. Overall, the review of EE's undergrad program went well although the reviewers thought that EE has too many labs (all but two EE classes have lab components) and that the lab equipment was outdated and equipment manuals were missing. Future UCR academic program reviews will consist of four members to cover department's undergrad and grad programs instead of the six (three for undergrad and three for grad) members currently. Reza commented that these UCR reviews were very time consuming and that perhaps the College's ABET reviews could be substituted for the undergraduate reviews. However, it was noted that WASC requires reviews of all undergrad programs independent of accreditation organizations (like ABET). Reza responded that it would be helpful if these UCR reviews could be scheduled in advance of ABET reviews to provide valuable input.

Reza stated that there are no new budget updates and that budget cuts may total 3-5%. Reza is a member of the campus' Budget Planning Committee. This Committee is emphasizing that academic planning should precede annual budget cycles, which is opposite of the current process.

Reza attended the Inland Empire Scholarship event last Saturday. This group provides scholarship funding for undergrads and graduate students at UCR. The minimum GPA for awards is 3.4. No items were added to the agenda.

2. Minutes Approval - Pat

The revised minutes of the 5/21/08 Chairs/Directors meeting were unanimously approved.

3. Council of Advisors Meeting Recap - Reza

The Council of Advisors (CoA) appreciated the presentations made by department Chairs during their recent meeting. The Council formed a subcommittee to help find ways to diversify BCoE's faculty. Another subcommittee was formed to develop funds for new BCoE Endowed faculty positions. Two new (female) CoA members were added this year and three members will be rotating off next year. Reza requested Chairs to send him names of possible new CoA members. These candidates should be at the corporate VP or above level. The CoA now meets two times per year. Gordon Bourns is the current CoA Chair and has become very engaged with BCoE. Gordon has met with Chancellor Grey to discuss CoA concerns such as Intellectual Property contracting issues at UCR.

4. Faculty Searches – Reza

BIEN has made an offer which was not acted on in a timely manner so it has lapsed. BIEN has two other potential offers.

CSE has one acceptance and is not planning to make any additional offers.

ME has made an offer to a candidate and is reviewing another (senior level) candidate.

EE has made an offer to the wife of the ME candidate. These spousal candidates will respond by next Monday (6/9).

Reza stated that UCR will not distribute any new faculty lines to academic units for next year due to the budget constraints. This probably means that BCoE will have to delay initiation of the new Civil Engineering Program. However, Reza intends to search for any unfilled positions from this year's search. Reza commented that UCR liked BCoE's Budget Planning document. It included the appropriate information and was an appropriate (16 page) length.

Reza expects that UCR Advancement will start recruiting for a replacement for Richard Chute soon.

Lastly, Reza noted that BCoE will need to track down alumni addresses this summer. This effort will be coordinated through Student Affairs. Student workers will probably need to be hired for this effort.

5. College Meeting – Reza

Reza stated that the Chair of BCoE's Executive Committee, Frank Vahid, has a couple of items to present at this Friday's College Meeting and will announce the 2008-09 Executive Committee members. Reza will send out the new BCoE Instructional Workload Policy to faculty and expects to obtain feedback during the meeting. Lastly, there will be brief ceremonies at the College Meeting for Richard Chute and Marc Deshusses followed by a reception.

6. Undergraduate Education – Ravi

Ravi noted that this year's undergraduate Commencement ceremony is on Saturday, June 14th and that a BCoE Environmental Engineering student, Lindsay Yee, will be the Student Speaker during the joint ceremony with CNAS. Also, the Faculty Marshal at the Commencement will be last year's Faculty Award winner, Junlan Wang. Ravi distributed summaries of BCoE Freshmen and Transfer acceptances to date. As of 5/29/08, there are 570 Acceptances vs. last year's figure of 395. Transfer acceptances have also increased from 16 (last year) to 28 (this year). Ravi expects total acceptances to be above 600 which is 44% higher than last year. In comparison, UCR Acceptances have increased by 12%. BCoE traditionally loses about 10% of these accepted students before the Fall but the final number should still be a recent record for BCoE. Ravi commented that BCoE's aggressive marketing is starting to pay off. Also, Ravi has been meeting with local Community Colleges to discuss ways to encourage more transfer students. Ravi will be asking Chairs for names of faculty volunteers that would be willing to interact with faculty in Community Colleges. Community College faculty are most interested in discussing course related work and research.

7. Graduate Education – Mark

Mark stated that BCoE has 158 grad student acceptances to date which is 7 above its 151 target. Mark commented that the other academic units around UCR are below their targets but it is unclear if this will help BCoE financially. BCoE has more incoming grad students than CNAS even though CNAS has over 3 times the number of faculty than BCoE. Also, BCoE had more grad student applications than did CHASS this year.

8. ABET Survey – Reza

Reza noted the EBI comparison list that was discussed at the last Chairs/Directors meeting. Since no feedback was received, we will use Tim Willette's proposed list of six comparison colleges of engineering. Mitch stated that all BCoE departments, except CEE, have sent out alumni surveys. CEE is still working on its survey. Lastly, Mitch stated that BCoE's new ABET website is almost complete. This website will contain all of BCoE's ABET related materials in one place.

Reza commented that Tim Willette is trying to obtain electronic versions of EBI's exit survey data for distribution to BCoE departments. The group discussed the merits of continuing these EBI exit surveys or using shorter, more directed surveys developed by BCoE departments. However, it was noted that using EBI surveys allows comparisons with other colleges of engineering. There are 90 questions on EBI surveys which are too many. It was agreed that BCoE will continue using EBI's exit survey for this year but will evaluate the possibility of using an exit survey developed by departments next year.



Chairs' & Center Directors' Meeting

June 2, 2008

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 May 21, 2008 Meeting | Pat |
| 3. | Council of Advisors Meeting Recap | Reza |
| 4. | Faculty Search | |
| 5. | College Meeting – Friday, June 6 – 3:30pm | Reza |
| 6. | Undergraduate Education | Ravi |
| 7. | Graduate Education | Mark |
| 8. | ABET Survey | Reza |
| 9. | Other topics | |

The next scheduled meeting will be
Monday, June 16, 2008

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

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