# Notes from Department Chairs/Directors meetings, 2008-2012

# 2011-12

## MSE establishes board of advisors 2/16/12

MSE: Javier reported that the MSE Program's Board of Advisors has been established and that preparations for the Program's ABET review are being made. Javier has met with most BCOE Chairs to discuss MSE Program curriculum efforts. Lastly, he has put together plans for MSE labs and shared use equipment in the new MS&E Building.

## 10/10/11

The MSE Program needs to appoint a new ABET Coordinator.

## 10/10/11

**8. ABET- Dennis**

Reza welcomed Dennis Rice back to BCOE and stated that he has been hired on a part-time basis to help BCOE Programs with their ABET Self Studies and site visit preparations. Dennis distributed a Global View of the ABET Schedule. A request for evaluation needs to be sent to ABET by the end of January 2012. BCOE Self-Studies need to be submitted to ABET by June 30, 2012 and the Site Visit will be in the Fall of 2012. Dennis will prepare detailed ABET schedules for each BCOE program and will schedule meetings with Program Chairs and ABET Coordinators. Dennis reminded participants the importance of obtaining feedback from alumni and advisory boards. He noted that only two BCOE programs list their advisory boards on their websites. Each program will need to provide evidence of feedback and changes made through advisory board meeting minutes, etc. It was noted that Javier Garay is no longer MSE's ABET Coordinator. Alex suggested that a lecturer be hired to work with him on preparing ABET documents for MSE's Self Study. Reza will meet with Alex to discuss this issue. It was noted that BCOE's Business Informatics program should also be accredited. Tom P. suggested that each BCOE program use EE's Senior Design evaluation form since this form covers several important ABET A-K criteria.

## Enrollment management, 9/30/11

Next, Ravi noted the attachment to the agenda titled "New Campus Approach to Freshmen Admissions." BCOE (and CNAS) will now be able to select applicants with AIS scores below the cut-off threshold based on other criteria such as demonstrated mastery of mathematics, etc. Ravi will form a BCOE committee to develop appropriate criteria and to review these freshmen applications. Reza noted that, as part of this

process, departments should develop undergrad enrollment targets. Ravi noted that BCOE's long-term strategy was to admit fewer freshmen and more transfer students.

Starting this year, UCR's AIS score will stress GPAs and SAT scores. Ravi noted the attachment to the agenda that graphically presents the relationship of the new AIS score and student retention in BCOE using the cohorts between 2003 and 2009. This graph shows the strong correlation between the new AIS score and retention in BCOE.

# 2010-11

## Enrollment management, 8/30/10

Ravi was unavailable for this meeting. Reza stated that BCOE has 850 entering freshmen this year compared to its target of about 600. The main reason for the increase is the lack of effective undergraduate enrollment at UCR. The initial impact of this large BCOE entering class will be in CHASS and CNAS. Enrollments in CHASS have decreased while CNAS' enrollments remained constant. The Chancellor will be forming a UCR Enrollment Management Group that will include undergraduate associate deans from academic units. Reza asked the Chairs how best to manage enrollment in BCOE. He will ask each department to determine how many students it should have and what credentials these students should possess. He reminded the group that one-third ofBCOE's students leave after the 1st or 2nd quarter (before their Engineering courses). He suggested that BCOE should develop a flexible enrollment process to meet its annual target. Sharon noted

that student diversity may be impacted if requirements are set too rigidly. Reza noted that African American

students do better at UCR than Caucasian students.

## MSE course coverage 8/30/10

Alex stated that Fall2010 MSE courses are covered but there are some issues covering MSE courses in Winter and Spring 2011. Also, he mentioned that some MSE grad courses are being covered by CNAS for now. Reza asked Alex to meet with department chairs to discuss MSE course assignments.

## ABET: ethics education 8/30/10

Reza circulated copies of a video and book from ABET on ethics. On a related topic, Mitch mentioned that NSF's research ethics training requirement still needs to be met by UCR researchers. UC is working on an on­ line research ethics training program. When available, this on-line system will meet the NSF's minimum requirement, but we expect that NSF soon will evaluate the quality of ethics training as a criterion in its funding decisions. Departments should add ethics topics to their symposia series, and individual investigators should have discussions of ethics in their group meetings. Reza distributed video and printed resources on engineering ethics and research ethics. Mitch said he has a list of many more free resources, and that UCR's library subscribes to the *Journal of Engineering Ethics.*

Mitch asked if BCOE should hire a consultant again to review its ABET materials in Spring 2011. This consultant could also discuss changes to the ABET Review process since BCOE's last Review. Reza agreed that hiring a consultant would be a good idea. BCOE will need to develop its ABET self statement between January and June 2012. Mitch reminded the group that he is not responsible for writing this self statement and that it needs to be put together by the individual programs. BCOE's next scheduled ABET Review will begin with self-statements due July 1, 2012, site visits in Fall2012, follow-up questions and answers in the winter of 2012-13, and a fmal decision by July 2013. Bioengineering will be up for accreditation for the first time.

## Double-major in MSE: 9/27/10

On a related subject, Alex asked BCOE Chairs to let him know if they have any concerns with allowing students to have a double major in MS&E. As an example, a BCOE grad student could obtain an MS in MS&E along his/her path to a PhD in Electrical Engineering.

## Automated ABET response system 10/25/10 (I don’t know what this means)

It was noted that an automated response system for BCOE's ABET use will be coming soon.

## Enrollment management 11/15/10

**4. Undergraduate Education - Ravi**

Ravi distributed a comparison ofUCR's engineering vs. non-engineering incoming Fall2010 freshmen GPA's, Academic Index Scores (AIS), and SAT scores. Ravi stated that UC will be using new admissions criteria for the Fall2012 incoming class. This new criteria will not require an SAT subject exam. Also beginning with the Fall2012 incoming class, UCR will be revising its AIS criteria by increasing the weight of academic factors (i.e., GPA and SAT scores) to about 90%. This will leave about 9% for non-academic

factors (which is currently around 15-20% of AIS). He feels that the best option is for each college to set its

own AIS threshold. The current criteria will be used for the Fall2011 incoming class. However, Ravi has informed the campus that BCOE will no longer look at the referral pool (i.e., applicants that were not admitted to other UC campuses but did not apply to UCR) since BCOE's take rate was very low. Ravi stated that

BCOE will try to restrict the number of incoming freshmen next year. He reminded departments that the best way to increase undergraduate student teaching load FTE (and therefore TA FTE) is by offering service courses.

Tom P. stated that BCOE should consider offering a common curriculum for freshmen before allowing them to select a major during their sophomore year. This common curriculum could include math and science courses (taught by BCOE) that would be more relevant to engineering students. A common curriculum would enable BCOE to offer more help to students and would enable BCOE to acquire more data on their readiness to pursue an engineering degree. Ravi stated that he developed a "Foundations of Engineering" proposal after the last BCOE Retreat along these lines. Reza asked Chairs to recommend faculty members to serve on a Common Curriculum working group to investigate whether BCOE should pursue such an effort. He expects this working group to provide feedback in 1-2 months. Victor stated that there may be other options to increase the quality ofBCOE's undergraduates and to help them succeed.

Torn P. stated that large lecture rooms are now being used by other colleges since class sizes have increased (due to UCR's increased enrollment). On a related subject, TomS. stated that ME may want to prioritize enrollment in ME 10 to ME sophomores (before other BCOE students could enroll). It was noted that such prioritization would have to be approved by the Academic Senate. The Academic Senate may be able to approve this prioritization since the impacted students are all in BCOE. Sheldon stated that BCOE's increased enrollments have significantly impacted teaching labs in EE.

## BCOE Council of Advisors report 5/2/11

**6. Council of Advisors (Linda)**

The BCOE Council of Advisors meeting was Friday, April29. Eamonn Keough Alma Asa-Awuku, Hyle Park, and Kawai Tam (with design students) made presentations about BCOE research. Vice Chancellor Charles Louis and Craig Sheward spoke about intellectual property and technology transfer. EVCP Dallas Rabenstein made a presentation on strategic planning and budget.

Council members agreed to make a strong recommendation to the Chancellor in the area of hiring and pre-emptive retention. They want to invest in the faculty. The investment in BCOE faculty is one of the best investments the campus can made. They will advise the chancellor to be proactive rather than reactive. We should not wait for a professor to get offers somewhere else. Right now, we can't do anything until a faculty member comes to us with an offer from another institution.

Board members said across-the-board budget cuts don't make senses and are not acceptable. They also pointed out that taking resources away from BCOE also would have a negative impact on the new School of Medicine.

The board members agreed to write a strong letter to the Chancellor within a month. Then they want all board members who are local to meet with the Chancellor. They also want another meeting six months from now.

Reza said BCOE's rising visibility means that poaching will continue. The board wants to avoid this by enabling us to pre-emptively engage in competition to keep our people. Linda said the board also wants BCOE to grow, not just maintain its current faculty size.

Linda said the board felt that the campus is not really following its own strategic plan.

Walid commented that if a faculty member is approached by another institution but would rather stay, it can cause professional problems. If another institution makes an offer, the current institution counter­ offers, and the person stays put, the person is perceived to have used the second institution as a lever. This can cause ill will in the professor's professional circles, and it creates pressure to take the new

institution's offer.

Linda said the council suggested that the campus look at the strategic plans and tell the units what their cuts should be based on that. They do not endorse a "peanut butter" approach of spreading across the board.

# 2009-10

## MSE course substitution, 7/27/09

MSE: David stated that there are three senior MSE students and they will need a Characterization class. The MSE Program has recommended that they take a Chemistry class to fulfill this requirement. These same three students will need to take a BCOE Senior Design class. It was recommended that they enroll in Senior Design courses being offered by their program concentration areas (in this case ME and CEE). There are about 20 incoming MSE students. David stated that MSE students might be required to take four units of supervised research. Lastly, David was disappointed that the campus did not include his proposal for an X-ray Diffractometer as one of the two MRI equipment proposals being submitted by UCR. An X-ray Diffractometer was the highest ranked need from BCOE faculty at last year's Retreat. It was noted that the next MRI solicitation is in October 2009.

## ABET accreditation 9/21/09

**5. ABET Department Updates - Chairs**

Reza announced that all BCOE programs that were reviewed by ABET in the 2006 cycle are now fully accredited. BCOE will request accreditation for these programs again in 2012. Bioengineering may want to go through its initial ABET accreditation review before 2012. Mitch noted that he's received all departmental annual ABET reports except CEE's. These reports will be put on BCOE's ABET website (which is now part ofBCOE's new Content Management System). Yushan reported that CEE's annual report will be completed soon. Several BCOE departments, but not all, did alumni surveys last year. We ask alumni to ask their employers to take a brief employer survey, but response rates are low

## TA allocation 9/21/09

**11. Lecturer Reductions - Reza**

Reza stated that the campus wants to reduce the amount paid to Lecturers this year in response to budget reductions. Ideally, this reduction would approximate the salary reductions being imposed on other *VCR* faculty and staff. Since Lecturers are unionized, their pay can not be reduced so the only other option is to reduce the number of Lecturers. It appears that CHASS and CNAS will be able to reduce their number of lecturers but BCOE may not (due to increased enrollments and recent faculty separations). Ravi mentioned that Lectures will likely be needed to teach (six) new BCOE general education courses, if they are approved by the campus.

Pat distributed a draft BCOE Lecturer funding allocation methodology. This methodology is based entirely on departmental proportions of the previous year's undergraduate workload FTE. This draft model also includes the withholding by the Dean's Office of 10% of the total lecturer funds available to support new programs and to respond to special requests from departments. Pat asked the Chairs to send him alternate Lecturer funding allocation methodologies or options and he will revise the spreadsheet.

**12. TA Allocation Model - Reza**

Pat distributed a spreadsheet with FY 2009-10 TA Allocations to BCOE departments. Similar to the previous two fiscal years, these allocations are based on the proportions of incoming grad students (25%) and the previous year's undergraduate workload FTE (75%). Beginning in FY 09/10, the Dean's Office will withhold 10% of the total TA funds to distribute for special needs or requests from departments. Pat indicated that these spreadsheets will be sent to department FAO's later in the day. It was noted that the Dean's Office did not reduce the total amount ofTA funds available from previous years. BCOE's FY

09/10 budget reduction of$572K is being provided by the Dean's Office primarily by using funds from

unfilled staff positions and staff layoffs.

## WASC accreditation 10/12/09

4. WASC Accreditation Visit - Reza

Reza pointed out the WASC Accreditation Visit schedule attached to the agenda. The Visit will take place from October 27-29, 2009. BCOE's involvement in this Visit is limited since the College already goes through the ABET accreditation process. However, Reza noted that Venky is scheduled to make a presentation on examples of ME learning outcomes to the WASC visitors on 10/28. *VCR* expects that WASC will probably need to revisit the campus. One possible issue is that CHASS has established assessment practices but these are not tied to outcomes.

## Change in system for course evaluations 11/09/09

**6. Move to iEVAL -David Fairris and Gladis Herrera-Berkowitz**

David announced that starting Fall2010, course evaluations will be processed on-line using iEVAL only. Paper evaluations will no longer be available. An email to UCR faculty with this information will be sent today or tomorrow. The main reason for this change is to save about $50K per year. The major drawback to iEVAL is lower response rates but David's office will be providing incentives including faster availability of course grades to responders and raffles for parking permits and gift certificates. Also, he noted that the benefits of on-line evaluations include higher quantity of written comments than paper evaluations. Overall ratings are similar between on-line and written evaluations. Due to this change, David's Office will no longer be able to edit evaluation comments from students.

David also discussed the recent WASC Team visit. The WASC Team mostly focused on CNAS and CHASS since BCOE and SOBA already go through professional school accreditations. At the conclusion of their visit, the WASC Team made three recommendations: close the loop on learning outcomes and assessment; institute learning outcomes and assessment for General Education courses and institute learning outcomes and assessment at the Graduate level. Initial reactions from WASC indicate that they probably won't require learning outcomes and assessment for UCR Graduate programs.

## Chicken Little speaks, 12/7/09

Mitch reminded participants that the next ABET review cycle starts in 2012 for most BCOE programs. We're already in the two-year review period before the next ABET visit. It's particularly important for departments to schedule their Board of Advisors meetings this year.

## Cross-listing courses in response to budget cuts 1/11/10

**6. Undergraduate Education - Ravi**

Ravi reported that BCOE's undergrad enrollments are increasing. CNAS threatened to limit enrollment in Bio 5 to CNAS students for Winter quarter but this problem has been resolved. This would have been particularly detrimental to Bioengineering and Mechanical Engineering undergrads. Ravi suggested that appropriate BCOE courses be cross-listed by departments. An example is Fluid Dynamics. Chairs felt that this would be possible but would have to be evaluated on a course by course basis by the departments involved. Incoming Freshmen enrollments are up by 15% in BCOE. Transfer applications to BCOE are up 64% although most of this increase may be due to UCR enforcing its transfer application deadline this year. Ravi noted that current enrollments equate to 22 students per BCOE faculty. He wants to restrict future BCOE enrollments so that fewer, higher quality undergrads are admitted. As such, he suggests that each BCOE department determine a target number of undergraduates. The option of admitting BCOE undergrads as Undeclared was discussed along with the concept of a common Freshman year for BCOE students. Undeclared students would have to demonstrate they could be successful before being admitted to a BCOE program. A common Freshmen year has advantages and disadvantages. Reza mentioned that there is support at UCR for each college to determine its General Education requirements. Mark added that it's been suggested that UC move to semesters insteadof quarters. Currently, UCB is the only UC campus that is on semesters.

## ENGR 180 as substitute for English 1C 1/25/10

**4. English lC- Substitution for Engineering 180**

Ravi stated that campus graduation requirements include three quarters of English composition (English 1A, 1B and 1C). Due to budget constraints in offering these courses, the campus will allow BCOE to substitute ENGR 180 (Technical Communications) for English lC. The Writing Center will provide funds to support ENGR 180 if BCOE wants to implement this change. These funds could be used to hire additional lecturers and/or TA's. These TA's could come from any BCOE department. Currently, there are about 100 students emolled per year in ENGR 180 through CSE. This number would increase to around 300/yr ifBCOE implements this change. After discussion, the Chairs concurred with substituting ENGR 180 for English 1C for BCOE students. As such, Ravi indicated that all BCOE students would have to be directed to ENGR 180 instead of English 1C as the Writing Center would no longer expect any BCOE students to emoll in English

1C. BCOE's Student Affairs Office will be responsible for directing BCOE students to ENGR 180. It was noted that ENGR 180 instructors expect emolled students to have some exposure to technical courses but that ENGR 180 could be taken by Sophomores, Juniors or Seniors. BCOE's Executive Committee will need to submit a proposal for this change to the Academic Senate.

Continuing 2/8/10…

**6. Undergraduate Education - Ravi**

Ravi reported that BCOE's plan to substitute ENGR 180 for English 1C is moving forward however the process isn't as simple as first envisioned. The campus is requiring that all departments that offer courses impacted by this change vote to approve it. In addition to voting, each department will need to enter these ENGR 180 changes to its curriculum into CRAMS. Ravi commented that it is very time consuming to enter these changes into CRAMS and that CSE needs assistance. Most BCOE departments only have one staff member trained to use CRAMS. BCOE Student Affairs staff fill the CRAMS Approver role. Jerry stated that it takes about 10 entries for each CRAMS change which is very inefficient. Ravi suggested that departments consider sharing staff for CRAMS entry. Another option would be to have one BCOE staff member assigned to this responsibility but this might be inefficient since department faculty need to provide input during the CRAMS entry process. Reza suggested that BCOE attempt to automate CRAMS entry similar to its automation ofthe Academic Personnel process with ARS. After the ENGR 180 courses are entered in CRAMS, BCOE's Executive Committee will need to approve the substitution ofENGR 180 for English 1C. Reza mentioned that the Student Learning Center will provide funds to BCOE for offering ENGR 180. These funds can be used by BCOE departments offering ENGR 180 for lecturers and TAs. Also, Reza mentioned that BCOE is developing other ENGR courses that can be used to cover UCR's breadth requirements and that departments should consider offering these courses.

Also see the entry for 6/28/10!

## Technical credits for general courses 2/22/10

**5. Technical Credit for General Courses- Ravi**

Ravi distributed a hand-out entitled "New College-Level Gen. Ed. Courses." Five of the seven courses listed

have BCOE departmental sponsors. The two remaining courses (Technology & Culture and History of Technology) need a BCOE sponsoring department. Funds for lecturers for these courses will be provided by BCOE. TAs for these courses will be provided through BCOE's existing TA allocation process which will take into consideration the increased Undergraduate Workload FTE generated by these courses. Ravi suggested that departments offering these courses get the same (minimum) Undergraduate Workload FTE (3.33) and that the remaining Undergraduate Workload FTEs generated by these courses be divided equally across all BCOE departments. This suggestion would encourage departments to offer ENGR courses but also share the excess Undergraduate Workload FTE generated. An option would be to share the remaining Undergraduate Workload FTE in proportion to BCOE departmental enrollments in the courses. The (75 student) enrollment estimates used by Ravi are likely low. Reza will request additional lecturer and TA funding for these courses from the campus. ME 003 is primarily designed for CHASS students. Roger volunteered Electrical Engineering to offer ENGR 108/109 "History of Technology" starting Spring 2010. Victor indicated that Bioengineering would be interested in offering ENGR 021 "Technology & Culture" starting next academic year.

## Availability of undergraduate courses 3/8/10

**5. Undergraduate Education- Ravi**

Ravi reported that there may not be enough space available in selected courses for BCOE undergrads. Most of these courses are in English (IC) and Math. He will have better information on this issue later this week.

Laxmi stated that CSE's recent review by the Academic Senate discouraged CSE from offering evening lab sections which is causing scheduling problems for CSE. Shankar asked if other BCOE departments offer required courses more than once per year. CSE offers lower division required courses three times per year and upper division courses twice per year. EE doesn't offer any required courses more than twice per year. ME offers a few selected required courses twice per year. Ravi suggested that departments try to consolidate

(cross-list) courses across departments to offer more opportunities for BCOE students. Reza stated that

budgets in academic units may be lower next year due to UC Unfunded Mandates (such as employee benefit cost increases, union wage increases, etc). BCOE took a $572K Permanent Budget reduction this fiscal year but these UC Unfunded Mandates could cost another $1M. Reza pointed out that low student workload FTE for some BCOE departments could be an issue for the campus. Also, Reza noted that this year's UCR Discovery Day is on Saturday, March 20th in the BCOE patio area. Lastly, Ravi stated that UCR Strategic Communications is designing a new Yield website for BCOE and still needs input from several BCOE Chairs.

## Obtaining feedback from undergrads: dean’s meeting with COELC, 4/12/10

Reza met with the Student Leadership Council. They appreciate the efforts and support that

BCOE provides. Kawai Tam in particular was mentioned. They said many faculty advisors

spend a lot of time with the organizations, but a few do not do enough. They also pointed out that some TAs are teaching courses that they have not taken. They also requested more working relations and dialogue between graduates and undergraduates.

## ENGR 180 6/28/10

**3. ENGR 180 - Ravi**

Ravi stated that Computer Science has been offering ENGR 180 for five years. It is required for all CS, EE, CE and IS students. This course is similar to ENGL 1C that is required for all UCR students. BCOE has been given approval from the campus to substitute ENGR 180W for ENGL 1C for its undergrads. The "W" in ENGR 180W denotes it as a Writing course. Both ENGR 180W and ENGL 1C are four unit courses. Ravi stated that ENGR 180W is designed as an upper division course since students should have exposure to technical content before taking the course. As such, Ravi recommended that all BCOE programs revise their curriculum to include ENGR 180W in the Junior or Senior year. After discussion, it was agreed that BCOE students in some programs may need to take ENGR 180W in their Sophomore year due to full schedules in their Junior and Senior years. ENGR 180W will be offered in the Fall, Winter and Spring quarters of AY

10/11. Emollments are limited to 75 each quarter (for a total of 225 students next year). Since there will be around 80-90 CS students taking ENGR 180W next year, this only leaves about 125 openings for other BCOE students. Ravi stated that ENGR 180W is one of a number of General Education courses that will be offered by BCOE. The BCOE department offering these General Education courses will get credit for a specified number of student FTE; the rest of the FTE will be divided equally among the other BCOE departments. Ravi noted that ENGR 180 is currently being taught by two lecturers with extensive technical communications experience. It was originally anticipated that ENGR 180 would be rotated among BCOE departments. Jerry suggested that BCOE establish a Course Coordinating Committee to coordinate the offering of General Education courses in BCOE.

# 2008-09

## ABET intranet site created 7/14/08

Mitch stated that BCoE's ABET website is up and includes ABET meeting minutes, updates, etc. Jerry has determined that Bioengineering will apply to ABET in January 2010 which will lead to a Fall2010 Review. Mitch mentioned that BCoE should have consistency with its internal assessments due to interdisciplinary programs such as Computer Engineering and MSE. Tom suggested that departments adopt the assessment template designed by EE. Ravi will convene an ABET Committee meeting this summer to discuss this issue. The final assessment template needs to be implemented by all BCoE programs by Fall2008. Mitch pointed out that ABET's review criteria has changed twice since BCoE's review and that the Professional criteria is now included under Continuous Improvement.

## General ABET matters 8/18/08

Mitch reminded the chairs present that, by the start of the fall 2008 term, each department should have a summary of what changed in the undergraduate curriculum over the past year. This little annual report also should include documentation of the reason for the change- numerical informaticomments from advisory board members or alumni, etc.

Mitch also pointed out that Ravi has committed to calling an ABET meeting before the start of the fall quarter.

Our documentation for Electrical Engineering and Computer Engineering was submitted in June. We had to resubmit it in July because ABET never forwarded it to the reviewer. The reviewer is Kenneth Cooper, an ABET Commissioner affiliated with IEEE. Dr. Cooper is in Augusta, GA He will review our materials and contact us if there are further questions.

## TA funding 8/8/08

**7. TA and UCOP Funding- Pat**

Pat distributed a packet of information on past and proposed TA and UCOP GSR funding to BCoE

departments. He noted that annual TA funding to departments is determined by a formula that is

weighted 25% on the number of incoming grad students and 75% on undergraduate workload FfE. Pat is waiting for FY 07/08 undergraduate workload FfE data to finalize these TA funding amounts.

Allocations of UCOP GSR funds to departments are based on the proportions of total grad students in BCoE departments. In response to a question, Pat stated that UCOP GSR funding is unique to BCoE at UCR and is fixed at around $300K per year. TA funding to BCoE is based on undergraduate workload FTE which has been at 29.72 for several years.

## Undergraduate Best Practices Manual 9/22/08

**4. Undergraduate Education - Ravi**

Ravi stated that BCoE incoming Freshmen enrollment is mostly stable but we won't know the final number until the 3rd week of the term. Student Affairs is focusing on retention efforts including organizing groups to keep track of the number of study hours of group members (similar to Weight Watchers). Ravi stressed that faculty mentoring is very important to retention efforts and that BCoE undergrads should have regular contact with BCoE faculty. Student Affairs can provide assistance to departments but departments need to initiate these efforts. Departments shou1d stress the advantages of Learning Communities in undergrad seminars, etc. Student Affairs may develop a Best Practices manual of these efforts.

## At-risk undergrads 10/20/08

9. Undergraduate Education- Ravi

Ravi stated that the names of'at risk' students in Math classes have been sent to BCoE departments. Also, Ravi noted that some BCoE departments haven't assigned faculty mentors to engineering undergraduates yet. Ravi will send out an email to department Chairs requesting the names of faculty mentors be sent to the Student Affairs Office. Ravi distributed a Draft Proposal for Technology-Based General Education Concentrations. This draft was developed to correspond to general education proposals from CNAS and CHASS. CNAS's theme is Sustainability while CHASS's theme is related to California. BCoE's proposal addresses both non-technical majors (i.e., in CHASS) and technical majors. BCoE's classes will be designated as ENGR so they aren't tied to specific BCoE departments. Ravi anticipates that most of these classes will be taught by lecturers. Reza indicated that BCoE departments that offer these (ENGR) classes will receive credit for the undergrad FTE generated. It is unknown if the Academic Senate will approve BCoE's proposal so Reza will ask BCoE faculty that are on Academic Senate committees to support it. This draft proposal was reviewed by BCoE's Executive Committee. Tom suggested that the proposal be sent to all BCoE faculty.

## ABET update 12/1/08

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 ofBCoE'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 fmal decision on EE's ABET report response in January 2009.

## ABET update 3/9/09

**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.

## ABET update 6/1/09

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 assignEE OOIA 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.

## History of Science course, 6/1/09

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.