



Executive Committee Minutes
September 16, 2011 – 2 p.m.
EBU II - 443

Present:

Jay Farrell, Chair
Reza Abbaschian
Mark Matsumoto
Ashok Mulchandani
Chinya Ravishankar
Albert Wang
Cengiz Ozkan
Masaru Rao
Neal Young

Also Present:

Rod Smith
Eilene Montoya

Absent:

Valentine Vullev

1. Call to Order – 2:05 p.m.

2. Approvals – all previous minutes have already been reviewed and approved by the 2010-11 committee.

3. Announcements

- A. Dean - No announcements
- B. Associate Deans
 - i. Matsumoto
 - 1. Current graduate student cohort stands at 150.
 - ii. Ravishankar
 - 1. There are 550 new freshman and 75 transfer students for Fall 2011.
- C. Chair
 - iii. Will cover information as each agenda item comes up.

4. New/Continued Business

- a. Conflict of Interest Statement – was read to the committee and voted unanimously for approval.
- b. Vice Chair – motion was made by M. Matsumoto to appoint A. Wang as Vice Chair for the BCOE Executive Committee. The committee voted unanimously in favor of this.
- c. Parliamentarian - motion was made by M. Matsumoto to appoint N. Young as Parliamentarian for the BCOE Executive Committee. The committee voted unanimously in favor of this.
- d. Student Representative will need to be solicited.
 - i. Rod Smith provided a list of students and the list was narrowed down to three students. Solicitations will be sent to students to see if they are interested in serving and also to get their feedback as to why they would be the right person for the position.
- e. BOARS Transfer Admissions Proposal – N. Young was asked to lead discussion for this matter. Per Young, this committee is a system-wide committee proposing to make the process of accepting/reviewing transfer students easier. There are currently two review processes.

Ravsihankar added that the current process by BCOE already is similar to the process being proposed so it will not have any great impact to BCOE. The committee agreed to provide a response indicating that they are in concurrence of encouraging more transfer students. Chairman Farrell to prepare response due on October 25, 2011 to Senate.

- f. Embedded Systems Course Proposal – N. Young was the representative for Computer Science and explained that this proposed course is an on-line course that would compliment the current CS Embedded Systems course taught by F. Vahid. The primary difference being that this would be an on-line course. Other UC campuses already have courses set up similar to this process and have reciprocal enrollment procedures in place. The committee would like to further discuss this course at the next meeting and Young will be inquiring from the CS faculty at the Departmental retreat if there will be a mechanism by which the initial offering of this course would have an evaluation process in place as well. Ideally, the evaluation would allow an understanding of the merit of the on-line versus in-class formats.
- g. CEP review scheduling with ABET – Per Ravshiankar, the last interaction he had with Chair Wudka, was to have certain actions to be completed by BCOE Chairs. Those need to be completed prior to compiling a response for CEP. The ABET review will be in Fall 2012. Per Dean Abbaschian, BCOE has hired Dr. Dennis Rice to be the Coordinator to help with the upcoming ABET process. He will be starting on October 6, 2011 and will be on site two days per week.
- h. Course Approvals – none were in the cue as of the meeting date.
- i. Program Changes – none were in the cue as of the meeting date.
- j. Breath Courses Revisited – Per Ravishankar, there is a need for an ENGR course to satisfy the ethnic studies requirement. He will be preparing a proposal to change the current courses available and detailing the reasoning for the change.
- k. New Items
 - i. TA assignments and allocations – A. Wang asked how are they determined? Discussions proceeded and Dean Abbaschian informed the committee that he has been working to get an increase for the TA FTE allocations, currently at 29, over the past few years. The difficulty arises when courses are offered and have enrollments of less than 15 students and assigned a TA. It is difficult to justify additional need when that occurs.

5. Adjournment – 3:10 p.m.