

MINUTES
EXECUTIVE COMMITTEE
Bourns College of Engineering
October 2, 2009, 11:00 A.M.
A171 Bourns Hall

Attending: Jay Farrell, Chair
Bahman Anvari
Gianfranco Ciardo
Ashok Mulchandani
Cengiz Ozkan
Christian Shelton
Albert Wang

Dean Reza Abbaschian, *ex officio*
Associate Dean Mark Matsumoto, *ex officio*

Also Attending: Suzanne McCusker

Absent: Associate Dean China Ravishankar, *ex officio*

1. Call to Order

2. Approval of the Minutes

The minutes for the meeting of May 15, 2009 were unanimously approved.

3. Announcements

A. Dean

Reza Abbaschian

- Welcome to committee members and thank you for the time and effort for serving on Executive Committee.
 - Enrollment numbers for this year are off to a great start. There are currently 1,780 BCOE undergraduates enrolled. This is the highest number yet. There are currently 485 graduate students enrolled. Computer Science and Engineering and Electrical Engineering are considered to be some of the largest departments on campus.
 - There is one new faculty hire this year, plus another faculty hire from the previous year that was finishing out a postdoc appointment.
 - Hopefully budget cuts will be less this year compared to last year. Impact of second round cuts will be drastic. First level of cuts will be at the college level.
 - The Furlough Exchange Program was approved. Faculty can charge their furlough days to contracts and grants so that they see no loss in pay.
 - Discussions have been taking place with the Academic Senate Chair Tony Norman regarding BCOE representation on Academic Senate Committees. BCOE has a total of 86 faculty members which makes up 12% of the campus faculty. The number of BCOE faculty serving on Academic Senate Committees is 16, which is only 8% of total committee membership. BCOE makes up 20% of campus graduate enrollment, yet only one BCOE faculty member serves on Graduate Council. The Executive Committee needs to address this.
- Discussion was raised. Academic Senate Committee membership should be based on College student numbers and representative of enrollment. It was also mentioned that BCOE faculty have made initiatives to join Academic Senate Committees, but attendance to meetings is low. It was decided among the committee members that Ashok Mulchandani will look at the Academic Senate Committee Bylaws and see what current representation is on those committees and whether we need to request changes.

It was also mentioned that the BCOE Committee on Committees representative is Sheldon Tan, who will be on sabbatical leave for the winter and spring 2010 quarters. It is important that there is a BCOE faculty member that can serve on the committee in Sheldon's absence.

B. Associate Deans

Mark Matsumoto

- 123 graduate students were enrolled this year which is down from the 141 enrolled last year.
- Graduate Division is working with upper administration to obtain central funding for next year. Possibly could lose 2nd year NRT.

C. Chair

Jay Farrell

- No announcements.

4. Engineering Students' Vital Statistics

- In discussion with Jay Farrell, Associate Dean Ravishankar, and Rod Smith, it was decided Engineering Students Vital Statistics will not be included on every Executive Committee agenda, but will be added should something come up or need to be addressed.

5. New/Continued Business

A. Bourns College of Engineering Bylaws

- The BCOE Bylaws were distributed to the Committee members for their information. Per EN4.1.1, the first order of business after the election of the Chair of the Faculty is to determine if the Executive Committee representation formula needs change. It was mentioned if there are any changes to be made, then transitional rule EN4.1.1a should be removed. Discussion was also raised whether a Materials Science and Engineering Program member should serve as a representative on Executive Committee in order to address MSE courses and program changes. The difference between MSE and other programs within the college is that MSE is a stand alone program.

B. 2008-2009 Executive Committee Annual Report

- The Executive Committee members received a copy of the 2008-2009 annual report. The annual report will be forwarded to the Academic Senate office to be presented at the December 1, 2009 Academic Senate division meeting.

C. 2009-2010 Conflict of Interest Statement

- The 2009-2010 BCOE Conflict of Interest statement was read to the Executive Committee members. It was unanimously approved and will be forwarded to the Academic Senate office.

D. Appointment of Secretary/Parliamentarian

- The Executive Committee unanimously approved and appointed Christian Shelton as Secretary/Parliamentarian (appointment expiring at the end of committee membership).

E. Fall 2009 Proposed Executive Committee Meeting Dates

- The Executive Committee members decided that the remaining meeting for the Fall 2009 quarter will be held on Monday, November 2nd and Monday, November 30th from 4-6pm in Bourns Hall, Room A171.

F. Candidates for Student Representative

- Two nominations were received for BCOE Executive Committee Student Representative, Jorge Carrillo (to be notified by Albert Wang) and Robert Bonderer (to be notified Christian Shelton). If both accept the nomination, an email vote will be held among the Executive Committee members.

G. Candidates for Student Representative

- Changes to the following courses were unanimously approved by the Executive Committee and will be forwarded to the Committee on Courses for review:

CEE 159

CS 160

- Changes to the following courses were approved by the Executive Committee (6 in favor, 3 abstained) and will be forwarded to the Committee on Courses for review:

CS 012

CS 013

CS 014

Discussion was raised regarding these courses because it is proposed the prerequisite be changed from CS 010 with a C- or better to CS 010 with a C or better. It was discussed that although the student does not receive credit, it can be repeated and the new grade will be reflected on the transcript.

H. New Course ENGR 181

- This course was designed as a graduate student technical writing course. It is not numbered as a graduate level course because there is no graduate level content. Discussion was raised whether the course should be numbered instead as a 300 or 400 professional level course. This course was unanimously approved contingent upon consultation with Associate Dean Ravishankar regarding which numbering is most appropriate.

I. History of Science

-The History of Science courses is required for engineering students. The History Department has stated they will no longer offer the courses unless Engineering will pay for them. It was negotiated that Engineering will pay for them as long as the courses can be cross-listed with Engineering and Engineering receives the course credit. The two cross-listed courses are ENGR 108/HIST 108, and ENGR 109/HIST 109. Both were unanimously approved and will be forwarded to the Committee on Courses for review.

J. Proposed Changes to the Bioengineering Major Requirements

- It is proposed to replace BIOL 171 with BIEN 115. BIOL 171 served as a transition course while BIEN 115 was being developed. It also provides students with additional engineering units set by ABET.

It is also proposed to add to newly approved courses, BIEN 160 and BIEN 165 as technical elective options.

The Executive Committee unanimously approved the proposed changes to the Bioengineering Major Requirements. The proposed changes will be forwarded to the Committee on Educational Policy for review.

K. Proposed Changes to the Electrical Engineering Major Requirements

- It is proposed to add the newly created course EE 020 as a lower division Electrical Engineering requirement. Both the course and the change were reviewed simultaneously by the Executive Committee. ABET accreditation reviewers as well as the EE program review committee recently cited the lack of linear algebra, matrix analysis, their applications appropriate to EE and its program objectives, and MATLAB programming in the EE curriculum. EE 020 was created to meet those needs.

The new course EE 020 was unanimously approved by the Executive Committee and will be forwarded to Committee on Courses for review.

The proposed changes to the Electrical Engineering Major Requirements were unanimously approved by the Executive Committee and will be forwarded to the Committee on Educational Policy for review.

L. Proposed Changes to the Mechanical Engineering College Requirements

-BIOL 003 is proposed to be eliminated as a Mechanical Engineering college requirement because it has already been eliminated as a major requirement. By removing it as a college requirement, it will be consistent the program requirements. BIOL 003 is not an essential course for the Mechanical Engineering major.

The proposed changes to the Mechanical Engineering College Requirements were unanimously approved by the Executive Committee and will be forwarded to the Committee on Educational Policy for review.

M. General Education Requirements

-The history behind the General Education Requirements is that each college was able to create a concentration to be considered for the proposed general education pilot program. BCOE's concentration was rejected because the proposed courses have not been created. The

concentration will be reconsidered once the courses are in place. It is also uncertain how moving forward with the concentration will affect ABET. This year will be used to get the courses approved, then possibly work on getting the concentration approved. Since these concentrations are only being piloted, there isn't an urgency.

N. Writing Across the Curriculum

- The Writing Across the Curriculum proposal was approved by the BCOE Executive Committee over the summer. The proposal would allow a student to take an alternative course in place of English 1C. Engineering is proposing to use ENGR 180. Professor Briggs is working on this. The Writing Across the Curriculum proposal will be discussed and voted on by the BCOE faculty at large at the next faculty meeting to be held in early November.

O. Campus Bylaws Regarding Executive Committee Membership Nominating and Voting (added at meeting)

- The Committee on Rules and Jurisdiction are not willing to consider changing the current campus bylaws regarding the ability for executive committee department representation nomination and voting to be limited only to the department faculty. Currently, any faculty within the college can nominate and vote regardless of department. Many faculty within the college were unaware that this is the practice. It was mentioned that the BCOE Bylaws can be changed under EN 4.1.1 regarding the direction to Chapter 7 of the Division Bylaws. Ashok Mulchandani will look at the current BCOE Bylaws (EN4.1.1) to determine if it would be possible to change the bylaws to state only department members have the ability to nominate and elect their executive committee representatives.

It was mentioned that any change considered should be not just with the best interest of the department in mind, but the college as a whole.

6. Pending Items

The Executive Committee reviewed the pending items from last year and determined the following should remain active:

Photo Rosters (Christian Shelton)
Engineering Prep, Admission Criteria, and Enrollment Management (Associate Dean Ravishankar)
Course Approval Process (email forwarded to members from Frank)
Classroom Assignments (follow up with Ravi and Thomas McGraw)
Campus Bylaws Regarding Executive Committee Membership and Nomination and Voting (Ashok Mulchandani)
Writing Across the Curriculum
General Education Requirements
Academic Senate Committees and BCOE Representation (Ashok Mulchandani)

It was determined the items that have been resolved or are no longer pending are:

Mid quarter grades
AP credit
Textbook matters
Academic Senate reorganization
FERPA rules and writing letters of recommendation

Items not mentioned during the meeting:

Foundations of Engineering
Engineering 1 Best Practices
BCOE 5th Year Graduation Rates

7. The meeting was adjourned at 12:30p.m.