

MINUTES
EXECUTIVE COMMITTEE
Bourns College of Engineering
November 30, 2009, 4:00pm
Bourns Hall, Room A-171

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

Dean Reza Abbaschian, *ex officio*
Associate Dean Mark Matumoto, *ex officio*
Associate Dean Chinya Ravishankar, *ex officio*

Also Attending: Roderick Smith
Sonia De La Torre

Absent: Cengiz Ozkan

1. Call to Order

2. Approval of the Minutes:

The minutes for the meeting of October 2, 2009 were unanimously approved.

3. Announcements

A. Dean

Reza Abbaschian

- There are no major changes to discuss.
- The plan is to have the upcoming Civil engineering program be similar to that of MSE in which it is not a separate department, but rather a program that is managed by existing departments.
- Graduate enrollment numbers look great.
- On Friday we have the State of the College meeting followed by the Staff Appreciation Reception.

B. Associate Deans

Mark Matsumoto

- Had no announcements

Chinya Ravishankar

- Suzanne McCusker has resigned from the Academic Advisor position and moved to Pittsburgh

- The Student Affairs is short staffed with each advisor assigned about 500 students per caseload
- Nikki Measor who was hired under the CCRA grant to fill the pre-matriculant advisor position has now been offered position of academic advisor. As a result, the CCRA position is being recruited for.
- A person was hired to help Jun Wang under the CCRA grant and quit after one week. This position is being recruited for as well.
- NSF has money to give away for scholarships. We are offering scholarships for each quarter (fall, winter, and spring). Applicants will be encouraged each quarter. A different group of students will receive the scholarship each quarter. The scholarships will be awarded in the amount between \$1000-\$2000.

C. Chairs

Jay Farrell

- Added two agenda items to the agenda for the meeting
 - G. Writing across the curriculum
 - H. Five Resolutions announcement
- No other announcements

4. New/Continued Business

A. CEP review scheduling with ABET: Jose Wudka (Jay Farrell)

- The Committee on Educational Policy (CEP) is an internal UCR program review. ABET is an external program review. The idea is to have these two review processes aligned. Chinya Ravishankar agreed to look into this matter further. He will call Jose Wudka. The comment was made that Jose Wudka is not willing to change the criteria for the UCR review process to be identical to ABET, but he is willing consider how to align the timing of the UCR review process with ABET review schedule.

B. Bylaw changes (Jay Farrell)

- This item is a follow up from the last executive committee meeting. Jay Farrell provided an attachment with sections 7 and 9 of the UCR Bylaws. A discussion came up about the removal of 4.1.1a from the Bourns Bylaws, but it was determined that this is no longer an issue. It was also determined that the removal of the second sentence of 4.1.1.1 from the Bourns Bylaws is also not an issue.
- A discussion about the representation formula on the Executive Committee Members given that programs such as MSE are not specifically represented. The comment was made that that faculty at large on the committee could be the one designed to represent such programs. The question was asked to consider what happened to Bioengineering when it became a new program. Members commented that when bioengineering came about the committee invited a faculty member from the department to be present at the committee meetings, when items affecting the program were at issue, but the person was not an official member. It was also commented that the decision was made last year to change the composition of the Bourns Executive Committee from program representation to department presentation. It was mentioned that other programs are also not represented on the current Executive Committee, such as Business informatics and Computer Engineering. The recommendation was made to have someone from the MSE program present at meetings as necessary. This recommendation was unanimously approved by the committee.
- Voting by department versus college during Executive Committee elections was also brought up. It was confirmed that the current practice is that any faculty within the college

can nominate and vote regardless of department. It was pointed out that we cannot contradict the UCR division bylaws, but the Bourns bylaws can be more specific. The recommendation was made that the Bourns Bylaw could be changed to be more specific so that it states that only faculty within the department that is being affected by the vote can vote on the issue. The process for which a bylaw would get changed was provided to everyone on the committee to review and consider. It was mentioned that presently the Bourns Bylaws reflect section 7 of the UCR Bylaws. To make a change to the Bourns bylaw would affect the entire faculty. It was recommended that the entire BCOE faculty vote on whether or not they want to move forward with changing the Bourns Bylaws. Jay Farrell will find out if the faculty want to move forward on the change to the Bourns Bylaw. It was recommended to have this discussion with the faculty at the next faculty meeting. The committee was unanimously in favor of pushing forward on talking about this issue at the next faculty meeting.

C. Waitlist and Drop deadlines (Jay Farrell)

-Tom Payne brought up this issue. The recommendation is that the last day to drop from a class (week 2) should be staggered from the last day to be on the waitlist (week 2) so the last day to get into a class from the waitlist is after the last day to drop from the course. Presently these two deadlines are the same day. At the meeting it was decided that Chinya Ravishankar will check into this further. He will talk to Bracken Dailey, UCR Registrar, about the issue and will follow up with the committee at the next meeting.

D. Course Changes

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

ENGR 170

ENGR 171

-Changes to the following courses were tabled to the next Executive Committee meeting.

ENGR 181

The intent of the course is for it to be tailored to graduate students who need to improve communication skills. ENGR 180 (the undergraduate level counterpart to ENGR 181) has a different need so it is not appropriate to have graduate students take this class (as had been done in the past). The description for ENGR 181 is not much different from that of ENGR 180. Chinya Ravishankar will ask Sharon and Bonnie to provide a revised description of ENGR 181. The revised description will be ready for the next Executive Committee meeting.

HNPG 90

HNPG 190

The recommendation was made to invite someone from the UCR Honors Program to discuss these courses with the committee

BIEN 176

The concern was raised that this course is not sufficiently advanced to be a technical elective. There was also concern about the added value of this course to the bioengineering program overall. The issue was also raised that to allow this course as a technical elective would violate the point of technical electives which should be more rigorous than introductory courses. Students in the bioengineering program are already required to take a higher level biomechanics course as part of the major. The recommendation was made to require BIEN 176 as part of the undergraduate program and allow the higher level bioengineering course to count as a technical elective. The

suggestion was made to table the course to the next meeting because it appeared very likely that it would get turned down if brought to a vote among the committee members. It was unanimously agreed to table the course. Bahman Anvari is to provide more justification for the use of this course as a technical elective.

-The following course was withdrawn by the department and will not move on to the Committee on Courses for approval.

EE 156

E. Proposed changes to Bioengineering Major Requirements

-On December 1, 2009 we found out that the proposed program changes to Bioengineering had already been approved at previous executive committee meetings. The removal of BCH 102 and addition of BIEN 155 was approved at the May 15, 2009 meeting. The replacement of BIOL 171 with BIEN 115 and the additional of BIEN 160 and 165 as technical electives were approved at the October 2, 2009 meeting.

F. Proposed Meeting Dates for Winter 2010

The Executive Committee unanimously voted on the following meeting times for the Winter 2010 term.

Tuesday, January 26, 2010, 9am-11am (Shelton at DC)

Tuesday, February 23, 2010, 9am-11am

Tuesday, March 30, 2010, 9am-11am

G. Writing Across the Curriculum (added at the meeting)

-At a previous meeting it was mentioned that ENGR 180 would be proposed as an appropriate substitution for ENGL 1C. China Ravishankar will follow up with John Briggs (University Writing Program) to ensure that ENGR 180 meets the requirements outlined in Appendix A in order for it to be an appropriate option in place of ENGL 1C.

H. Five Resolutions (added at the meeting)

-There was some discussion about the consideration of this group at the Academic Senate meeting scheduled for December 1, 2009. It was mentioned that BCOE faculty should be aware of the consideration of this group at the meeting. Jay Farrell agreed to send an email to all BCOE faculty to make them aware of this group for consideration at the Senate meeting.

5. Adjournment

The meeting was adjourned at 5:25pm.