

College of Engineering Executive Committee
MINUTES
March 4, 2010, 10:30am

Present: Reza Abbaschian
Bahman Anvari
Gianfranco Ciardo
Jay Farrell
Ashok Mulchandani
Cengiz Ozkan
Chinya Ravishankar
Christian Shelton
Albert Wang

Also Attending: Ludwig Bartels (Chemistry Department)
Robert Bonderer
Sonia De La Torre
Roderick Smith

Absent: Mark Matsumoto

1. Call to Order

2. Approvals

Executive Committee unanimously approved the minutes for the February 9, 2010 meeting.

3. Announcements

A. Dean

Reza Abbaschian
-No announcements.

B. Associate Deans

Mark Matsumoto
-No announcements

Chinya Ravishankar
-No announcements

C. Chair

Jay Farrell
-Added an agenda item at the meeting- ME student

4. New/continued business

A. Bylaw changes (updates to changes: Jay Farrell; Programs & quorum Christian Shelton)

1. There was concern about the wording to section 4.1.1.2 of the bylaws. Farrell reminded everyone that the reason the committee chose to review the bylaws was to make sure that a department representative is not selected by someone in another department. Shelton looked at all the colleges at UCR to determine if the wording was the same as section 4.1.1.2 in the bylaws. He determined that the wording was exactly the same in each of the colleges' bylaws. As a result, there was unanimous agreement to leave the wording as is for that particular section of the bylaw.
2. There was discussion about the wording to sections 4.1.1, 4.1.1.1a, and 4.1.1.1 of the bylaws. There was unanimous agreement to the wording changes to these bylaws as suggested in the meeting. Farrell is to complete the changes to these sections as agreed at the meeting.

3. There was also discussion about the representation of programs and quorum and membership. Shelton explained that representation on the Executive Committee (section 4.1.1.1 of the bylaws) is equivalent text as what is described for CHASS and CNAS. Shelton pointed out, however, that the definitions of representation in CHASS and CNAS are much more detailed by identifying specific departments and programs. Shelton's recommendation was to not change anything in how the representation is defined in engineering bylaws. The suggestion was unanimously approved by the Executive Committee.
 4. There was concern as to the definition of Quorum (section 4.1.1.4). In researching how quorum is defined in the other two colleges, Shelton raised the issue that no other college defines what a quorum means in the executive committee. As a result, Shelton proposed to more clearly define quorum for the Executive Committee to comprise fifty percent of the elected faculty members including the chair. For the purposes of quorum, the chair should be considered an elected member of the executive committee. The members of the executive committee agreed on this definition of quorum for the College of Engineering. Wording for changes to section 4.1.1.4 were unanimously approved.
 5. Additionally, there was a questions raised about the Membership (section en1) of the bylaws; specifically with respect to the student representative and whether or not he/she should be able to vote. Shelton shared that the other colleges do not allow the student representative to vote. The decision was made to make clearer the role of the student representative on the executive committee. The Executive Committee decided to add section 4.1.1.5 to the bylaws that specifically addresses the role of the student representative on the committee. The language of the bylaw was written to include the following: The beginning of each academic year, to provide input on the student point-of-view, to the executive committee shall appoint a non-voting undergraduate student representative who shall be majoring in an Engineering program, to a one-year term. The motion was made to adopt this bylaw and language. There was unanimous approval for the addition of this language in the engineering bylaws.
- B. Writing Across The Curriculum (Status update: Chinya Ravishankar)
1. Ravishankar shared that the CS department made the request to change the unit value of ENGR 180W to 4 units to be consistent with the unit value of other courses designated to fulfill the third quarter of English Composition requirement.
 2. No other updates provided.
- C. CEP review scheduling with ABET (Status update: Jay Farrell)
1. Farrell discussed the scheduling of the CEP review to parallel the ABET review process with Wudka. According to Farrell Wudka is willing to combine the two review processes. There was concern raised about how to ensure that all of the requirements of each review process are covered simultaneously. The decision was made to assign 2 people from the Executive Committee to coordinate the fulfillment of the CEP requirements with the ABET review process. The people coordinating the process will be responsible for discussion the change in the process with each department. The recommendation was made that Ravishankar be in charge of this committee. The recommendation was also made to have the second person on the committee be someone recommended from a department who is presenently an ABET coordinator and more familiar with the process. Ravishankar agreed to head this committee and will pick the second person to assist him on the committee who is already involved with the ABET process.
- D. Waitlist and Drop deadlines (Holding: Jay Farrell)
- E. Photo rosters (Holding: Jay Farrell)
- F. BCoE General Education Concentration (Chinya Ravishankar)
1. Ravishankar discussed that the purpose of the General Education Concentration is to allow student to take a set of courses that reinforce understanding of a particular issue. He explained the various requirements of this breadth concentration and how it would fulfill the current BCOE breadth requirements.

2. There was some concern raised with the one additional social science course and the one less humanities course taken in this concentration. The recommendation was made to have one of the social science courses cross-listed with a humanities course so that the additional social science course could fulfill the third area of humanities. Additionally, there was concern regarding the approval of the proposal to fulfill ethnicity requirement via the social science courses proposed under the concentration. It was also noted that any college could propose changes to the concentration, however, changes to the breadth concentration program must meet ABET requirements as well. Given that, this engineering breadth concentration will be a new options for engineering students to fulfill their breadth requirements. The motion was made to approve the breadth concentration. There was unanimous approval.
3. It was noted that the breadth concentration would be available for 75 students to pilot beginning in Fall 2010. Academic advisors will encourage students to take this concentration track to meet breadth requirements.
4. Lastly, it was noted that there may be a need to develop a second breadth concentration option.

G. Cooperating Faculty (Albert Wang)

1. It was agreed that this issue was not one appropriate for discussion at the Executive Committee. The recommendation was made that the issue be referred to the Graduate Division.

H. Course Changes

1. Changes to the following courses were unanimously approved by the Executive Committee and will be forwarded to the Committee on Courses for review:
 - CEE 010
 - CS 179F
 - CS 179G
 - CS 179I
 - CS 179J
 - CS 179K
 - CS 179M
 - CS 179N
 - EE 175A
 - ENGR 180W
2. Creation of the following course was unanimously approved by the Executive Committee and will be forwarded to the Graduate Council for review.
 - MSE 302
3. Creation of the following course was unanimously approved by the Executive Committee and will be forwarded to the Committee on Courses:
 - EE 165
 - This course was created in response to the increasing demand by industry for students to have this area of expertise. It was noted that the course is only being approved first to be created. This course is not yet approved as a technical elective.

I. Program changes

Business Informatics

- It was discussed that ENGR 180W would replace ENGL 1C as to fulfill the third quarter of English Composition. ENGR 180W would be allowed to simultaneously fulfill the third quarter of English and a program requirement.
- It was also discussed that the major would have an increase of 1 unit to the upper-division requirements as a result of the 1 unit increase to ENGR 180W from 3 units to 4 units.
- The Executive Committee unanimously approved the proposed change to the Business Informatics Major Requirements. The proposed changes will be forwarded to the Committee on Educational Policy for review.

Computer Engineering

- It was discussed that ENGR 180W would replace ENGL 1C as to fulfill the third quarter of English Composition. ENGR 180W would be allowed to simultaneously fulfill the third quarter of English and a program requirement.
- It was also discussed that the major would have an increase of 1 unit to the upper-division requirements as a result of the 1 unit increase to ENGR 180W from 3 units to 4 units.
- The Executive Committee unanimously approved the proposed changes to the Computer Engineering Major Requirements. The proposed changes will be forwarded to the Committee on Educational Policy for review.

Computer Science

- It was discussed to remove ENGL 1SC as a College Requirement for this major.
- It was discussed that ENGR 180W would replace ENGL 1C as to fulfill the third quarter of English Composition. ENGR 180W would be allowed to simultaneously fulfill the third quarter of English and a program requirement.
- It was discussed that the lower-division units of the major would decrease by 4 units with the removal of ENGL 1SC.
- It was also discussed that the major would have an increase of 1 unit to the upper-division requirements as a result of the 1 unit increase to ENGR 180W from 3 units to 4 units.
- The Executive Committee unanimously approved the proposed change to the Computer Science College Requirements and Major Requirements. The proposed changes will be forwarded to the Committee on Educational Policy for review.

Electrical Engineering

- It was discussed that ENGR 180W would replace ENGL 1C as to fulfill the third quarter of English Composition. ENGR 180W would be allowed to simultaneously fulfill the third quarter of English and a program requirement.
- It was also discussed that the major would have an increase of 1 unit to the upper-division requirements as a result of the 1 unit increase to ENGR 180W from 3 units to 4 units.
- The Executive Committee unanimously approved the proposed changes to the Electrical Engineering Major Requirements. The proposed changes will be forwarded to the Committee on Educational Policy for review.

Materials Science and Engineering

- It was discussed that ENGR 180W would replace ENGL 1C as to fulfill the third quarter of English Composition. ENGR 180W would be allowed to simultaneously fulfill the third quarter of English and a program requirement.
- It was also discussed that the major would have an increase of 1 unit to the upper-division requirements as a result of the 1 unit increase to ENGR 180W from 3 units to 4 units.
- The Executive Committee unanimously approved the proposed changes to the Materials Science and Engineering Major Requirements. The proposed changes will be forwarded to the Committee on Educational Policy for review.

J. ME student concern (added at the meeting)

1. There was a complaint by student to the Chancellor that he was having trouble with a course instructor and the midterm administered in the course. It was noted that this issue was an Academic grievance and should probably be referred to the Ombudsperson on campus. There was agreement that the issue has not been formally brought to the Executive Committee for consideration so the recommendation was made that Abbaschian respond to the student with information about how he could submit a petition to be considered by the Executive Committee or could go directly to the Ombudsperson on campus for a resolution.

5. Adjournment (12:25 pm)