

**MINUTES**  
**EXECUTIVE COMMITTEE**  
**Bourns College of Engineering**  
**October 1, 2008, 1:30 P.M.**  
**A171 Bourns Hall**

**Attending:** Frank Vahid, Chair  
Bahman Anvari  
Gianfranco Ciardo  
Christian Shelton  
Tom Stahovich  
Ertem Tuncel

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

Suzanne McCusker  
Rod Smith

**Absent:** Charles Wyman

**Approval of the Minutes**

The minutes for the meeting of June 4, 2008 were unanimously approved.

**Announcements**

**A. Dean**

**Reza Abbaschian**

- The new Chancellor, Timothy White will be attending the October 27<sup>th</sup> BCOE faculty meeting.
- There is still no information regarding the budget.
- The Academic Senate is currently considering restructuring its committees and committee bylaws. It is important that BCOE be proactive during this time of restructure as many of the committees do not include or lack representation from BCOE. There is currently an ad-hoc committee that has been assembled to deal with the issue of restructuring the committees. Wilfred Chen is serving as the BCOE representative. It was suggested that Wilfred be invited to the next Executive Committee meeting to provide input regarding the ad-hoc committee and restructure, as well as take information from the Executive Committee back to the ad-hoc committee.

**B. Associate Deans**

**Chinya Ravishankar**

- Enrollment is up 43% from last year. The enrollment numbers are up in all programs with the exception of Information Systems which has received approval to change the program name to Business Informatics. This name change should help increase the enrollment numbers as the new name will better inform prospective students of the coursework entailed.
- 50% of the new freshman are calculus ready and 50% are not.
- The courses are being created that were proposed in the general education reform. These courses should be ready to be reviewed at the next meeting.

**Mark Matsumoto**

- It is currently graduate recruitment season and it is not determined how it will be funded.
- There are 144 incoming graduate students. Funding was given for 120 students, but they must be PhDs. Masters students will receive some funding, but not the full amount.

**C. Chair**

**Frank Vahid**

- No announcements

## **Continued Business**

### **A. Calculus Reform**

- There are two task force committees (one committee in BCOE and one committee at the campus level) that are examining the reasons as to why students are not succeeding in Math 5, 8A, 8B, 9A, and 9B. Tom Stahovich and Chinya Ravishankar are on the campus task force. The BCOE task force is working with the Math Department to set aside sections for engineering students only. The Vice-Chair of the Math Department who manages the courses has been working with Chinya Ravishankar to meet the needs of BCOE. BCOE has emphasized that it is the primary college that uses math courses.

The BCOE task force also asked the BCOE departments what they find to be the biggest problem areas in these math courses in order to take the information received to the Math Department. There has been low feedback from the departments.

Discussion was raised amongst committee members the possibility of students taking math courses elsewhere. It was also discussed that the college might be able to design their own instrument (like surveys that could be distributed to BCOE students, for example) to determine where the problem lies.

It was explained that all of these issues have also be discussed amongst the campus level task force and that the campus shares the same concerns as the college.

### **B. Textbook Matters**

-Textbooks are important, but can be very expensive.

-The Executive Committee has asked the Bookstore to provide feedback regarding textbook orders so that faculty can stay informed of the status prior to the start of the quarter for quality assurance. A lengthy report was obtained upon request.

-It is also a concern that students are not receiving advanced notice regarding the textbooks to be used in their courses. Many students contact the instructors for the list of textbooks since the bookstore does not release this information until the start of the quarter. It was decided that the Executive Committee will send a memo to Dean Reza Abbaschian that can be forwarded in order to address the need for students to receive advanced notice of the textbooks to be used in their courses.

-There is also a concern regarding instructors using their own textbooks in their courses and collecting the royalties. A list of courses being taught for the Fall 2008 quarter was provided to the Executive Committee that show which instructors are using their own textbooks. It has been previously suggested that some sort of best practice be established to inform instructors of ways to use their royalties received in order to benefit students such as donating the money to the department or to scholarship funds.

It was suggested that the Executive Committee think about this issue and discuss it later.

## **New Business**

### **A. Regular Analytic Work Done for EC Purposes**

- Tabled until the next meeting.

### **B. Engineering Student Tracking Data for EC**

- Tabled until the next meeting.

### **C. Academic Senate Reorganization**

- Discussed during Dean Abbaschian's announcements

### **D. Courses**

-Changes to BIEN 110, BIEN 125, and BIEN 135 were unanimously approved by the Executive Committee and will be forwarded to the Committee on Courses for review.

-Changes to BIEN 155 and BIEN 175A were returned to the department for more information. BIEN 155 was returned with the recommendation that PHYS 40C be listed as one of the prerequisites for the course. BIEN 175A was returned with the recommendation that BIEN 135 be listed as one of the prerequisites for the course.

-Changes to ME 170A was returned to the department but approved contingent upon clarification of the course description and changing the instructor to Javier Garay.

### **E. 2007-2008 Executive Committee Annual Report**

-The Executive Committee members received a copy of the 2007-2008 annual report. The annual report will be forwarded to the Academic Senate office to be presented at the November 18, 2008 Academic Senate division meeting.

**F. 2008-2009 Conflict of Interest Statement**

-The 2008-2009 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.

**G. Appointment of Vice-Chair**

- The Executive Committee unanimously approved and appointed Bahman Anvari as Vice-Chair (appointment expiring at the end of committee membership).

**H. Appointment of Secretary/Parliamentarian**

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

**I. Candidates for Student Representative**

- This year there were two senators from the College of Engineering on the ASUCR Board. Dalia Eldessouky was nominated and unanimously approved to serve as the student representative on BCOE Executive Committee. Dalia Eldessouky will be notified of the nomination.

**J. The next Executive Committee meeting will be held on Monday, October 27, 2008 at 1:30pm, Bourns Hall, Room A171.**

**The meeting was adjourned at 3:00 p.m.**