

**MINUTES**  
**EXECUTIVE COMMITTEE**  
**Bourns College of Engineering**  
**November 28, 2007, 1:30 P.M.**  
**A171 Bourns Hall**

**Attending:** Frank Vahid, Chair  
Bahman Anvari  
Yingbo Hua  
Stefano Lonardi  
Tom Stahovich  
Ertem Tuncel  
Deep Shah

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

Suzanne McCusker

**Guests:** Neal Young, Computer Science & Engineering Department

**Absent:** David Cocker  
Charles Wyman

**Approval of the Minutes**

The minutes for the meeting of October 17, 2007 were approved by acclamation.

**Announcements**

**A. Dean**

**Reza Abbaschian**

- The college faculty retreat will be held February 29<sup>th</sup> –March 2<sup>nd</sup>.
- Ravi and the undergraduate education committee will work on creating innovative ideas in regard to student retention in order to increase enrollment.
- A group of faculty members are working together to devise the proposed Civil Engineering curriculum.
- Graduate student funding will follow the same model as last year.
- Three of the five BS/MS department proposals are under graduate division's review
- Yushan Yan is currently working on an ERC materials related proposal due December 10<sup>th</sup>.

**B. Associate Deans**

**Chinya Ravishankar**

- The report from the ad hoc committee on general education reform received negative endorsement from everyone that was asked to review it. The proposal was created as a solution to a problem that has not yet been identified. It is assumed that the proposal will not go forward.
- Undergraduate admissions are down this winter quarter with the enrollment of eight transfer students.
- Student profiling at UCLA. Eighty percent of the GPA's at UCLA are over 3.5. Our average is GPA is 3.4.
- Update on student affairs office staff- Jun Wang is the new professional development officer. He will provide support for industrial contracts and freshman experience. Li Guethlein is still out on medical leave. Terri Phonharath has joined the office as a student affairs officer.

**C. Chair**

**Frank Vahid**

-- Met with Wilfred Chen regarding an ad-hoc committee on BCOE representation on campus senate committees.

--The Chancellor search is underway. Recommendations should be sent to the search committee.

--UCR faculty information is now included on Pickaprof.com. This website allows students to view the percentage of grades given as well as number of withdraws for each professor in their courses taught. This information on the website is provided from the University.

**D. Guest****Neal Young**

-- The Computer Science department has approved the proposal for a version of CS 12 that will be tailored for non computer science majors. The Electrical Engineering department would like to add this as a required course to their curriculum. The proposed course would focus more on signal processing instead of text processing. It would be taken as a second programming class, with more C++.

The Computer Science department will be submitting this course to the courses office. These are things to keep in mind when the course is sent to Executive Committee for review.

**New Business****A. Inter-Departmental Hire Policy**

-It is a common occurrence that BCOE staff move from one department to another within the college. Is there any way that a policy can be implemented within the University or the College that can alleviate this movement? It was explained that a policy could not be put into effect. BCOE has excellent staff that are frequently sought after from other colleges and units on campus. BCOE cannot promise a staff member a reclass when offers are made from outside the college, so it is suggested that internal upward movement within the college be considered as an alternative rather than losing the staff altogether. It is more favorable for a staff member to move within the college rather than out of it.

**B. Short-Term Housing for Visitors**

-currently the campus does not have a listing of available housing for short-term visitors. UCSD has a website with a listing of all available short-term housing. Dean Abbaschian will look into the possibility of creating a page on our college website to list available short-term housing at UCR and will report back at the next Executive Committee meeting.

**C. Winter 2008 Executive Committee Dates and Times**

-It was suggested that the Executive Committee meet on Wednesday, January 9<sup>th</sup>, Wednesday, January 30<sup>th</sup>, and Wednesday March 5<sup>th</sup> at 10:30am in Bourns Hall, Room A171. Before these dates and times can be confirmed, some of the members need to take a look at their teaching schedules as they might change. A confirmed list of dates and times will be sent out shortly.

**Old Business****A. Bahman Anvari- Changing the Campus Proposal Deadline Dates**

-Bahman met with the BCOE committee on courses representative to discuss issues that need to be addressed by the committee. The discussion consisted of the possibility of a timeline to determine how long a proposal could be expected to take, the length of the process, etc. It was also discussed how a large amount of time is taken with the structure and formatting requirements.

It was suggested that it might be a good idea to invite the representative to the next Executive Committee meeting in order to discuss these issues.

The Executive Committee Chair will contact the representative to specifically address extending the submission deadline from December to January as well as decentralizing the course approval process.

**B. Suzanne McCusker- most problematic courses for students regarding AP credit**

-Suzanne supplied a list to the committee that included AP course ID's, total number of students that received particular scores (3, 4, or 5) between 2004 and 2007 for each exam, AP exam title, course equivalent, whether it is relevant to BCOE degree, and course equivalents at UC Irvine, Los Angeles, and San Diego for each exam.

According to the list, the most problematic courses are Chemistry and Physics. Only elective credit is given for Chemistry exams. The AP credit exam for Physics involving Mechanics requires a score of 5 to receive credit for PHYS 2A. The AP credit exam for Physics involving Electricity & Magnetism requires a score of 5 to receive credit for PHYS 2B. Scores of 3 and 4 on both exams only give elective credit.

It was suggested that a letter be sent out to the students informing them of what they would need to score in order to get specific course credit. The committee asked Suzanne to come up with a list of suggested waivers to be approved by the departments so that this information can also be distributed to the students.

It was also brought to the Executive Committee's attention that many students have issues with the AP credit for foreign language. No matter what score a student receives on a foreign language AP exam, only elective credit is awarded, and for BCOE students, it is only units used towards graduation. BCOE students do not need extra units for graduation due to degree requirements. It was decided that this is the first issue to be addressed. It was decided by the committee that an ad hoc committee will be formed to take a look at BCOE breadth requirements that will be headed by Frank Vahid.

#### **C. Tom Stahovich- Approval of CS 030**

-Tom's recollection of the last meeting's discussion regarding CS 030 was that the committee decided Mart Molle and Tom would meet to discuss the overlap between CS 030 and the ME courses before CS 030 would be approved. Tom and Mart had not met, and the course has already been approved. Tom would like to add discussion of the approval of CS 030 to the next Executive Committee meeting agenda.

**The meeting was adjourned at 2:46 p.m.**