

**MINUTES**  
**EXECUTIVE COMMITTEE**  
**Bourns College of Engineering**  
**March 5, 2008, 9:30 A.M.**  
**A171 Bourns Hall**

**Attending:** Frank Vahid, Chair  
Bahman Anvari  
Tom Stahovich  
Deep Shah  
Ertem Tuncel  
Charles Wyman

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

Suzanne McCusker  
Rod Smith

**Absent:** David Cocker  
Yingbo Hua  
Stefano Lonardi

**Approval of the Minutes**

The minutes for the meeting of the January 30, 2008 were approved by acclamation.

**Announcements**

**A. Dean**

**Reza Abbaschian**

--The faculty retreat was excellent. The level of engagement from the entire faculty was great which will help the college to continue to grow.

There was discussion regarding undergraduate education at the retreat. It is suggested that the undergraduate advisors meet with Ravi and/or the Executive Committee on a regular basis to keep them informed on the process and implementation of things. The Executive Committee should be thinking about how to this into action.

--The approval of the BS/MS program proposals has been delayed. The campus has forward the proposals to CCGA for review.

**B. Associate Deans**

**Chinya Ravishankar**

--Per last meeting's approval regarding the college accepting IGETC, a statement has been written and submitted for publication.

**Mark Matsumoto**

--The Dean of the Graduate Division will be resigning in July.

--Graduate program applications are up thirty-five percent. All applications are international.

--The Masters of Engineering proposal should be reviewed and approved before the end of the year.

**C. Chair**

**Frank Vahid**

--There was a good turnout of engineering faculty members to vote on the School of Medicine. The participation of engineering faculty was acknowledged by campus.

## **New and Continued Business**

### **A. Other Colleges Service and Course Mismanagement and its Impact on our Majors**

- Math, Physics, and Chemistry tend to be problem courses for engineering students. Math seems to be the most problematic subject due to the fact that many more "F's" are awarded than other letters grades calculus.

In looking at the grades received for Engineering majors in a particular calculus course, many students that received a letter grade of "F" are no longer in the college. There is no correlation between attrition rates and SAT's, therefore, it should be taken into consideration that the low grades received could be in part due to poor instruction of the course.

Students have complained to Student Affairs about the instruction of math courses. The biggest complaints have been that midterms are returned after the drop deadlines, and the students do not receive feedback regarding their grades until late in the quarter. These complaints have been forwarded to the Math department, but there has been no change.

Another issue is that the math courses are often taught by visiting professors. There is no uniformity or instruction given to these instructors on what should be included in the syllabus and on the exams. It has not been made clear to the Math department what should be taught to engineers, and what the outcome should be. The Math department has expressed a willingness to structure some of their courses to meet the needs of engineering students. It was suggested that the college make the expectations clear to Math of what the topic coverage and outcome of the course should be. It was also suggested that Engineering possibly teach these courses for engineers instead. Discussion was raised that the Math department would fight this, and that it might be better to work with them on creating a "Calculus for Engineers" course first and if that does not work and no improvement is shown, then Engineering could think about teaching the course.

It was decided that a task force will be formed, which would include Ravi and one member from each department that will determine what engineering students should be learning, how it should be taught, and how this goal can be obtained. Once this has been determined, conversation will be initiated with the Math department.

It was also determined that based on the student complaints that they do not receive feedback regarding their grades until after the drop deadline dates and late into the quarter, the college and possibly the campus should consider adopting a policy that requires instructors of lower division courses to record a mid term grade made available to each student.

A motion was made that for every lower-division course in BCOE, a mid term letter grade along with the meaningful percentage of the grade will be recorded and made available to the student, the Student Affairs office and/or posted on Ilearn. This motion was unanimously approved by the BCOE Executive Committee.

Another motion was made to urge the campus to adopt the same mid term grade reporting policy for all lower-division courses offered. This motion was also unanimously approved by the BCOE Executive Committee.

### **B. New Course- CS 179N**

-This course was unanimously approved by the BCOE Executive Committee and will be forwarded to the Committee on Courses for review.

### **C. New Course- HNPG 012**

-The BCOE Executive Committee returned this course to the Honors Program office because the course did not touch on the technical solution based issues. BCOE would like to participate in teaching of this course and would also like to provide input as the course is being offered to bring students together across the campus.

### **D. Proposed Spring 2008 BCOE Executive Committee Meeting Dates**

-It was decided by the Executive Committee that meetings would take place on the following dates and times during the Spring 2008 quarter:

Wednesday, April 9th at 12:30pm

Wednesday, May 7th at 12:30pm

Wednesday, June 4th at 12:30pm

**The meeting was adjourned at 10:55 a.m.**