

MINUTES
EXECUTIVE COMMITTEE
Bourns College of Engineering
April 9, 2008, 12:30 P.M.
A171 Bourns Hall

Attending: Frank Vahid, Chair
Bahman Anvari
David Cocker
Yingbo Hua
Stefano Lonardi
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*

Rod Smith

Guests: Suzanne McCusker, Student Affairs
Thomas Cogswell, Academic Senate Chair

Absent: Charles Wyman

Approval of the Minutes

The minutes for the meeting of the March 5, 2008 were approved by acclamation.

Announcements

A. Dean

Reza Abbaschian

--The first official faculty appointment letter went out today. With the appointment of Assistant Professors I-III now delegated to the deans, the letter was ready to be sent out in two days.
--A priority list for budgeting is due to campus by Friday. The information provided will be what was discussed at the retreat. It is assumed that 10% budget cuts are coming.
--Tech Horizons will be held May 13-14. Encourage colleagues and students to attend. There will also be 32 poster presentations as well.

B. Associate Deans

Chinya Ravishankar

--Currently there are a low number of students from engineering in the honors program. The hope is to increase the number two to three times more than where it is at now by creating flexibility to meet the honors program requirements. Some examples are that community service requirements can be completed by internships and some engineering courses can be used in place of honors courses.

The department chairs have been asked to provide names faculty members that can serve as advisors for the honors students.

--In regard to other issues with the math curriculum, the Associate Deans on campus have decided to create a campus-wide task force to address the concerns regarding preparatory math courses.

Mark Matsumoto

--Graduate advisors and assistants met to discuss efforts on graduate student recruitment.
--Engineering is the only college that has had an increase in enrollment numbers this year.

C. Chair

Frank Vahid

--No announcements.

New and Continued Business

A. Efile

- The campus has been working on an electronic faculty advancement system called efile. We currently have our own online advancement system we use, ARS. The other colleges on campus have been piloting the efile system. We have piloted one file in our college. Feedback has been received from faculty on campus who have used efile, and recommendations have been forwarded to the senate. One of the main concerns with efile is that the college will have the ability to easily transition from ARS to efile. It is assumed that all the data in ARS will be translated to efile. If this does not happen, the college will continue to use ARS until it does.

Another issue for the college is the input of activity. Currently faculty do not have the ability to include the time spent on particular activities using file.

Another disadvantage with efile is that there is no way to compile data. Departments and colleges do not have the ability to pull vital statistics from efile.

It is suggested that since the college has not tested efile, the Executive Committee members should ask their colleagues to test efile, and send any comments they may have to the Senate. It is important that the college makes sure that efile is a better system than ARS before moving forward.

B. Math Education Task Force

- At the last meeting, it was suggested that a task force be formed that would include one member from each department, headed by Ravi that would examine the instructional need regarding math courses required for engineering students. A task force has been implemented that will work to develop a set of expectations to send to the Math department regarding the instruction, curriculum, textbook usage, etc. for the engineering students.

There was concern expressed from the Executive Committee members that the Math Department has not been receptive to the questions and requests that have been addressed. It was suggested that it might be a good idea to take into consideration the possibility of Engineering teaching their own "Calculus for Engineers" course since it is Engineering putting in all the effort to improve the instruction of these courses offered by Math. It was decided that an effort would be made to present the expectations to the Math department and if the response is negative and the expectations are not met, then Engineering could possibly look into developing their own calculus courses for engineering students.

C. Mid-Quarter Grade Reports

-Tom Cogswell, Chair of the Academic Senate attended the meeting to discuss the possibility of campus mid-quarter grade reports for lower-division courses. The mid-quarter grade reporting for lower-division courses is now an internal practice for BCOE and the faculty seem to be happy to do this. Tom Cogswell agreed that this would serve as an essential tool in helping with retention, which is important to everyone on campus. Tom Cogswell suggested that the Executive Committee write a proposal to his attention, as well as Executive Council and the Committee on Education Policy, that includes what BCOE has done with mid-quarter grade reporting, and what is suggested for the campus-level.

D. General Education Reform

-The ad hoc committee that was put together to tackle the issue of general education reform has dissolved. Unenthusiastic responses were received from the report that was presented by the ad hoc committee. Currently, the general education will stay as it is. There is also the possibility of piloting different concentrations as an alternative to the current general education that would include approximately 150 incoming students. This pilot of concentrations will not displace the present general education requirements. The colleges have an opportunity to submit suggested concentrations to the Gen Ed Advisory Committee for consideration to be included in the pilot. It is important for the colleges to keep in mind that if they choose to submit concentration(s) for consideration, the concentrations should be able to benefit all colleges, as the concentrations will not be college specific.

Tom Cogswell mentioned that if BCOE is interested in submitting concentrations for consideration to be included in the pilot program, a response should be received within the next 3 to 4 weeks.

Ravi will head up a task force to work on this.

E. BIEN Major Change

-When the Bioengineering program was created, many courses were used from other departments. Since then, the Bioengineering department has created numerous course of their own and would like to include some of those courses as requirements to the Bioengineering curriculum requirements.

The Executive Committee unanimously approved the change. The proposed changes will be forwarded to the Committee on Educational Policy for review.

F. CSE Major Change, CSE Minor Change, CEN Major Change, and EE Major Change

-The changes to these majors and minor include the possibility of taking CS013 or CS 012. CS 013 is a course- equivalent to CS012 in the sense that it teaches the same programming skills and concepts, just with different examples. It is anticipated that the examples and projects in CS 013 will be chosen to fit all Engineering majors, who choose to take it instead of CS012.

The Executive Committee unanimously approved the proposed changes to the CSE major, the CEN major, the EE major, and the CSE minor. The proposed changes will be forwarded to the Committee on Educational policy for review.

G. IS Major Change

-The IS major change proposal also includes the inclusion of CS 013 in its curriculum. It also includes the request to change to name of the program from “Information Systems” to “Business Informatics.” The reason for the name change is because the program is unable to attract a good number of students. The current name is not informative and misleading regarding the content of the program.

The Executive Committee unanimously approved the proposed changes to the IS major contingent upon a change to the cover letter to include that the change was agreed upon by the IS committee, which includes the deans from AGSM and BCOE, as well as faculty from both colleges.

Once the changes have been made to the letter, the proposed change will be forwarded to the Committee on Educational Policy for review.

The meeting was adjourned at 2:05 p.m.