

**MINUTES**  
**EXECUTIVE COMMITTEE**  
**Bourns College of Engineering**  
**June 4, 2008, 12:30 P.M.**  
**A171 Bourns Hall**

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

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

Suzanne McCusker  
Rod Smith

**Absent:** David Cocker  
Charles Wyman

**Approval of the Minutes**

The minutes for the meeting of the May 7, 2008 were approved by acclamation.

**Announcements**

**A. Dean**

**Reza Abbaschian**

-Proposed Workload Policy changes went out to the faculty via email two days ago. One response has been received. Responses from the faculty are needed.  
-There is still no news regarding the budget. Information should be available in a couple of months.

**B. Associate Deans**

**China Ravishankar**

- Commencement is coming up. It is important that faculty are available to attend. Junlan Wang will be the marshall. The student marshall will be from COE, and the student keynote speaker will be from CNAS.  
-COE undergraduate admission enrollments are currently at 570 for next year. The projection from campus is that SIRs will reach over 600. Transfer admission enrollment numbers are not up as dramatically as the freshman. It is anticipated that funding from the campus will enable interaction between junior and community colleges.  
-No responses have been received from faculty regarding the college level math education task force. Ravi would like the departments to contribute to what is most important regarding the learning outcomes of COE students enrolled in these math courses as well as what should be done to solve the current issues. It is anticipated that there will be more meetings and interaction among the members of the college task force during the summer.  
Ravi has been in communication with the Math Department regarding the possibility of adding COE only math sections. The Math Department has shown an interest in doing this, but unfortunately does not have enough instructors or space to offer multiple sections. It does not look like much can be done to offer the COE math sections for the fall quarter.  
-The campus level math education task force has met twice. The campus task force is more interested in looking into the problems with pre-calculus, whereas the college task force is concerned with calculus course issues. The campus task force will continue to meet over the year.

**Mark Matsumoto**

- Research activity awards are up ten percent from last year. The college is at \$33-\$34 million vs. \$30 million last year.
- There are currently 158 graduate students admitted and the number will continue to rise. There were 147 students admitted this time last year.
- Graduate Council will be meeting today on the Electrical Engineering BS/MS proposal. All others that have been submitted have been approved. The Bioengineering BS/MS proposal will go through next year. Applications for the BS/MS program will go through the Registrar's Office. It will be left up to the Registrar's Office to decide how the applications will be handled. Those students that do not qualify for the BS/MS program will be considered for BS only.

### **C. Chair**

**Frank Vahid**

- No announcements

## **Continued Business**

### **A. Course Approval and Deadline and Process**

- Bracken Dailey and LaRae Lundgren have taken the suggested issues with the course approval deadline and processes seriously. There has been talk about looking into new software and streamlining the process.

### **B. Bookstore Process**

- As discussed at the last executive committee meeting, all sorts of mistakes have been made regarding the ordering of textbooks through the campus bookstore. There is currently no process in place to detect whether the books ordered are correct. Print outs have been sent out for summer orders, but electronic versions would be much more efficient.

### **C. Mid-Quarter Grade Reporting**

- A one page summary that included the current college undergraduate grade reporting process as well as the proposed undergraduate grade reporting process for the campus was forwarded to the Academic Senate Chair. The summary was well received and will be put on the Advisory Committee agenda.
- The Student Affairs Office reported on the outcome of the mid-quarter grade reporting for the spring quarter. It was stated that compliance from some of the instructors was difficult, but only a few were late.

## **New Business**

### **A. Student FTE Generation**

- Student FTE is different from student head count. It is based on the number of courses students take in a given year. COE has 10.5 student FTE per faculty member. This is lower compared to other colleges. Student FTE is an indicator campus has been using for budget allocation (funding and faculty lines). COE Budget allocation has gone down in the last few years due to low student FTE. Discussion was raised regarding what can be done to enhance this.
  - 1) All upper-division students enroll in a minimum of 45 units per year. This generates 1 FTE.
  - 2) Differential in FTE for Engineering compared to other colleges. It is more expensive to educate engineering students (mentoring, training, etc.)
  - 3) The level of difficulty is much higher in engineering courses compared to other college courses.
- It was noted that discussion should be started at the executive committee level. It was mentioned that other universities do not have budget allocation tied to student FTE. There should be a push for differential allocation of FTE for engineering. It might also be a good opportunity to allocate more student FTE by teaching more freshman level courses.

### **B. Physiology Requirement for Bioengineering**

- No discussion is needed after all. The Biology Department raised some discussion that BIOL 171 could possibly not be used to meet the physiology requirement for the Bioengineering program. Bahman Anvari and Jerry Schultz met with the Chair of the Biology Department, Rich Cardulo. Dr. Cardulo approved BIOL 171 to meet the physiology requirement for the Bioengineering program.

### **C. Student Access to Teaching Evaluation Scores**

- Discussion was raised regarding whether students should have access to teaching evaluations. Currently Arizona offers students access to all teaching evaluations for three years. It was suggested that if COE students had access to COE teaching evaluations, it might help professors direct students appropriately and enhance their course instruction.

It was mentioned that there is a potential for bias based on the fact that some professors offer extra credit to students for completing the evaluation. A point was also raised that there are not multiple professors to choose a specific course from. It was also mentioned that there might be a legal status regarding the release of teaching evaluations. The Chair of the Executive Committee will look into the legal status and the possibility of opening access to teaching evaluations.

#### **D. UCR-Author Textbook Best Practice**

-UC Professors that use/require their own textbooks in their courses collect the royalties for books sold to UC students. According to the campus bookstore, it is not possible for a professor to not collect the royalties. It was suggested that a UCR-Author Textbook Best Practice be drafted encouraging professors that they do not keep the royalties. Instead, they should donate the money earned from the royalties back to their department or to a scholarship. It was suggested that if there was a best practice, it might encourage professors to write more useable textbooks as well as not use the book only to make money.

It was suggested that possibly the campus bookstore could offer the best practice and/or keep track of the royalties. The Chair of the Executive Committee will look into this and the possibility of the campus bookstore's involvement. A draft of the policy will be run through the campus legal council.

#### **E. Evening Labs – Request from CEP to CS&E to investigate whether they are a problem**

-The Computer Science and Engineering Department received a concern from Committee on Educational Policy that labs are being offered at odd hours. It was unclear what this meant. What is considered odd hours? The Computer Science and Engineering Department is looking into this issue. There have been no complaints or problems received from other departments.

#### **F. CEP Reviews – Not necessary for programs with rigorous external accreditation?**

-The Campus Committee on Educational Policy reviews all 65 programs on campus. COE makes up about 15% of the programs CEP reviews.

Since COE programs are reviewed by ABET, it does not seem necessary that the COE programs be reviewed by campus as well. The ABET review and campus review are very similar. It seems like it is a duplication of efforts. Would it be possible to submit ABET's review and findings to Executive Council in order to reduce and/or eliminate the campus review?

The Executive Committee voted all in favor that this matter should be discussed at the next college faculty meeting. It was also suggested to check with other colleges to see if they have an outside program review in addition to CEP's campus review.

#### **G. Course Change, CS 010**

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

#### **H. Course Changes, CS 143 and EE 143**

- The changes to these cross-listed courses were unanimously approved by the Executive Committee and will be forwarded to the Committee on Courses for review.

#### **I. Honors Program**

- As mentioned at the last Executive Committee meeting, COE has been working with the Honors Program to develop an honors program specifically for COE majors.

-A faculty member from each department will serve as COE honors program faculty advisors.

-A COE honors program summary was distributed to the Executive Committee members. COE honors students would complete 10 hours of personal growth in the first year, and 10 hours of community service in the second year. In addition, students will need to complete 16 units of Honors courses. COE students will also use ENGR 1 (or equivalent) as a substitute for HNPG 009. Since ENGR 1 is currently a one unit course, COE would need to increase the number of units to "variable units." The unit amount

can be controlled by the COE honors program faculty advisors. The faculty member will add additional workload with student individually.

The Executive Committee unanimously approved to increase introduction courses to variable unit courses to enable honors students with undo burden.

**J. Vice Chancellor Student Affairs Office (move to end of new business)**

-The Vice Chancellor Student Affairs Office is often confused the College's Student Affairs Office. The confusion has been detrimental. Students often go to the Vice Chancellor Student Affairs Office for help that should be received in the College Student Affairs Office. What are some other options that can be considered to alleviate the confusion between the offices?

**The meeting was adjourned at 2:00 p.m.**