

**MINUTES  
EXECUTIVE COMMITTEE  
Bourns College of Engineering  
November 6, 2006 10:00 A.M.  
A277 Bourns Hall**

**Attending:** Teodor Przymusinski, Chair  
David Cocker  
Yingbo Hua  
Stefano Lonardi  
Christopher Salam  
Tom Stahovich  
Ertem Tuncel  
Charles Wyman

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

Jerry Schultz, Guest, Bioengineering Department  
Marlene Zuk, Guest, Associate Vice Provost for Faculty Equity & Diversity

**Approval of the Minutes**

The minutes for the meeting of September 25, 2006 were approved by acclamation.

**Guest Presentation**

Marlene Zuk, Associate Vice Provost for Faculty Equity and Diversity gave a presentation on the importance of diversity, statistical data of women hires and minorities on campus, and gave tips on what can be done through out the faculty recruitment process to ensure equity.

**Announcements**

**A. Dean**

- Will present state of the college at the faculty meeting to be held November 9<sup>th</sup>.
- Workload policy has been given to the Department Chairs.
- Addressed the low representation of BCoE faculty members on Academic Senate Committees and the need for the faculty members to become more active on these committees.

**B. Associate Deans**

**Mark Matsumoto**

No announcements

**China Ravishankar**

No announcements

**C. Chair**

No announcements

**Action Items**

**1. Bylaw changes 4.1 and 3.1.1**

- At the last meeting, the Executive Committee reviewed and approved suggestions that had been made by the Committee on Rules and Jurisdiction in order to clarify the election process outlined in bylaw 4.1. The Executive Committee submitted the revisions to bylaw 4.1 to the Committee on Rules and Jurisdiction, and again the Bylaw was sent back for more clarification. The Committee approved the changes as suggested by the Committee on Rules and Jurisdiction again, and re-submitted for their review.
- Changes to Bylaw 3.1.1 have been tabled due to lack of time before the next Faculty meeting.
- Discussion was raised regarding the status of the following standing committees: library committee (EN4.2), honors and scholarships (EN4.3), and undergraduate education committee (EN4.4). It was also discussed that the academic integrity committee be added to the bylaws as a standing committee as well. The status of these committees will be researched and discussed at the next Executive Committee meeting.

It was asked the Committee also review the Bylaws completely, and bring any concerns to the next Executive Committee meeting for discussion.

**2. Preliminary Discussion of the Faculty Workload Policy**

--Due to the complexity of faculty workload, the Executive Committee unanimously agreed that it would be beneficial to appoint an ad hoc committee to address this issue. It was decided that Jerry Schultz from the Bioengineering department would chair the ad hoc committee. It was also decided that the ad hoc committee would consist of one member from each department to ensure faculty workload would be analyzed and addressed to meet the needs of the college and the individual departments. The Executive Committee suggested the following faculty members to serve on the committee along with Jerry Schultz as chair:

Chemical and Environmental- Charles Wyman

Mechanical- Shankar Mahlingam

Electrical- Jay Farrell

Computer Science and Engineering- Walid Najjar

Teodor Przymusinski will contact these individuals to request their membership on the ad hoc committee.

**3. Preliminary Discussion of the College Policy on Double Majors**

-- The current practice of the college is that a student is allowed to complete a double major as long as the 216 unit cap is not exceeded. The Computer Science and Engineering department has requested the Executive Committee consider the removal of this limitation. Discussion was raised regarding this issue. It was mentioned that the State will fund the University only 20% over the units needed for graduation. It was also discussed that the unit caps vary depending on the requirements for each major in BCoE, and that the 216 unit cap is required for both single and double majors. It was suggested that this issue be forwarded to the undergraduate committee for their review of what the budgetary restraints are and report back at the next Executive Committee meeting.

**4. Under-representation of College faculty in university senate committees**

--The importance of BCoE representation on Academic Senate Committees was emphasized to the Executive Committee members in order to assure the best interest of the College. Statistical data was distributed to the committee members reflecting the total number of members, and the amount of representation from all of the colleges on each academic senate committee. Many of the committees do not require membership from a particular college. It was suggested that the Executive Committee members encourage faculty to increase membership on these committees. Some Executive Committee members shared that BCoE faculty had applied for membership on Academic Senate Committees, and never received a response. Teodor Przymusinski and Dean Abbaschian will schedule a meeting with the Academic Senate Chair, Tom Cogswell to discuss the under-representation of BCoE on these committees. The Executive Committee was encouraged to send forward any information that could help strengthen the argument to be presented to the Academic Senate Chair.

**5. Proposed Campus Research Scholar Program**

CNAS has recently approved a research scholar program that will provide incentives for students who participate in outstanding undergraduate research. It would reward students who perform all the necessary research requirements by a statement on their degree that would read "...with Distinction in Research." The Committee on Educational Policy has asked for the Executive Committee's feedback as to whether something is being implemented in the College similar to this, or if there is an interest to endorse it. The Committee agreed it would be good for the College to move in this direction as it would serve as an excellent recruitment tool. It was decided that this issue should be researched further in regard to financial costs, how it would be awarded, etc. This item will be added to the faculty meeting.

**6. Courses**

The suggested changes to EE175A and EE175B were approved and forwarded to Committee on Courses for review. EE156 was returned to the department for more information. It was suggested that the scientific component of the course be further explained and the weekly syllabus be more elaborate.

The meeting was adjourned at 12:05 p.m.