

Chairs' Meeting Minutes

Date: December 4, 2017

Location: WCH – Room 443

Attendees:

Guillermo Aguilar
Marek Chrobak
Ilya Dumer
Jay Farrell
Xiaoping Hu
Walid Najjar
Marko Princevac
Chinya Ravishankar
Alissa Rackstraw (for Pat Hartney)
Maggie Souder
Kambiz Vafai
Sharon Walker
Jun Wang
Charlie Wyman

Absent:

Patrick Hartney
Ashok Mulchandani

1. Welcome – Sharon

Sharon announced Maggie was in attendance to discuss a recent lab accident and lab safety issues. No other items were added to the agenda.

2. Approval of Minutes from November 17, 2017 meeting – Sharon

The minutes of the November 17, 2017 meeting were unanimously approved.

3. Lab accident update and safety reminder – Maggie

Maggie explained to everyone about a recent accident that occurred in a wet lab. Thankfully the individual was not seriously injured physically, but the incident really highlighted that better communication plans are needed and they need to be widely known by not only our students, but across campus and with local hospitals. BCOE needs to work on communicating our policies/procedures related to lab safety and the steps to take in the case of an accident to our faculty and students. Communication with campus and throughout campus needs to improve. BCOE is going to update our policies so that all students in the labs are trained on the safety of the specific lab and items in the lab they work in regardless of their area of study. The SOPs are going to be reviewed and revisited to ensure they are up-to-date and relevant. Faculty need to ensure that their students receive the proper training on safety and how to react if an accident occurs. The incident made it clear that Campus as a

whole needs an emergency response plan for lab injuries that includes a UCR staff/faculty member be present when students go to hospitals and that the hospitals know to contact UCR if a student shows up without a UCR representative. BCOE LSOs meet to discuss all of the issues and will be making recommendations related to badges, training requirements, lab use policies/procedures, and procedures for handling accidents/emergencies. They will be shared with the Chairs/Directors for input and approval before enactment.

4. Dean's Update – Sharon

Sharon reported that UCR is the lead institution on three successful proposals to the UC Lab Fee Program. Collectively, these awards will total more than \$11 million (including sub-awards to other campuses). Hamed Mohsenian-Rad is the lead PI on one project in electrical grid security, Michalis Faloutsos is the lead PI on a project in campus security systems and Akula Venkatram is the Co-PI on the third award that went to Francesca Hopkins in Environmental Sciences.

Sharon also noted that we are expecting NSF to release a new solicitation for the Engineering Research Center (ERC) program any day. This is a major opportunity for BCOE centers, on the order of \$4-\$5 million per year for up to 10 years. We expect to be allowed to submit 2-3 first round proposals, so she encouraged everyone involved in centers to consider.

Sharon reported that the MRB1 assignments have been approved and BCOE fared pretty good in the final decisions. Six CSE faculty, 1 ECE faculty, and 5 BIEN faculty will be moving to MRB1. The costs and logistics are still under discussions. She noted that the extra good news in this is that usually vacated lab space returns to the Provost, but Cindy has agreed to let BCOE keep the vacated spaces as dowry for the new Dean's hiring package. Sharon announced that we have five faculty attending the next round of the UC-CORO program, which is a UC-wide leadership development program. Sharon and Nosang attended last year's program and Jay is in the current year program. All have found the program to be beneficial, with opportunities for networking across UC.

5. Graduate Education – Ravi

Ravi updated everyone that the recruitment to replace Helen in the pre-award office first round of interviews has been completed and there was one reasonable candidate whom he will be meeting with this Friday. Depending on how that meeting goes, they may move forward or go back to the applicant pool to consider other candidates. He also noted that Brianna from CE-CERT is currently working in the pre-award office under Mitch to help him some during the staff shortage and also to help train her and increase her knowledge for CE-CERT and the College's benefit.

Ravi noted that graduate student recruitment is in full swing. Emails are going out from BCOE and GD to potential students from the GRE lists.

Ravi reminded everyone that the campus no longer sends the NRT money directly to the ORG as it is now folded into the new budget model. He said that campus pays the NRT as long as the student graduates within normative times, so he said that some programs may want to consider increasing their normative quarters from 6 to 9. Guillermo and Marko stated that they had tried this in the past and they were denied, so they were going to pull up

the notes and see what their reasoning was for the denial, so it could be reviewed/discussed and possibly resubmitted.

Guillermo asked Ravi if he could discuss with GD the possibility of departments recovering some of the application fees and Ravi said he would send an email to Sean. Guillermo also inquired about the ability to admit grad students' off-cycle. Ravi stated that GD is open to the idea, but the issue comes from the Fellowship funding being decided for the year based on Fall admittance. Ravi mentioned that if we could possibly provide our numbers for the whole year prior to the Fellowship amounts being decided then we may be able to do Winter & Spring admissions that include Fellowships.

6. Undergraduate Education – Marko

Marko noted that Winter has 30 new transfers with 50% going to CS. He stated that the Campus Fall applications for last year were at 38,000 and this year was 43,000 for freshman and transfers were 7,500 last year and 9,000 this year.

Marko expressed that we need to set up targets to help us reach the 2:1 transfer ratio and that we really need to promote REU programs to bring community college students here for research opportunities and show off UCR. Jun and Marko have been reaching out to community colleges and they are asking for more research intern opportunities so the REU programs are great ways to cover these costs. Sharon also noted that students attending community colleges can take up to 8 units at UC schools and pay the same price they pay for their community college courses, so this is a great thing to remind students as they may not know.

Marko stated that six draft ABET self-studies have been submitted to Mo for review and 2 others are close to submission. The goal was to have them by the end of September and they were to him by Thanksgiving, but Marko still feels good about the progress. CEN is still pending and Eamonn agreed to step in and help Phillip complete it as he has multiple conflicting commitments. Mo said he should have feedback on the six submitted in early January.

7. Guest visitor from Graduate Division – Dena Plemmons

Dena Plemmons, Director of the Research Ethics Education Program in the Graduate Division, gave a brief presentation on the ethics training program and resources she offers for faculty, post docs, and graduate students. She offers courses, seminar series, faculty workshops, informal conversations over lunch, and she will gladly come to group meetings and such to talk and answer questions. See the attached handout or visit the link to the website for more information. <http://graduate.ucr.edu/researchethics/>

8. Staff Appreciation – Sharon/Alissa

Alissa reminded everyone that this year's BCOE Staff Appreciation event is scheduled for Friday, December 8th from noon to 2pm in WCH 205/206. There are currently 88 staff RSVP's and 23 faculty. Alissa noted that we are still missing some chair submissions for short thank-you statements to their department/staff, so please send to Eilene if you have not. There will be games, lotteries, and food at the event, so it should be a good time. Please come if you can.

9. Department/Center Updates – Chairs and Directors

ME: Guillermo stated that ME has a lot of proposal activity going on and that the faculty search committee was meeting later in the day to decide on the first list of candidates for interviews.

CEN: Walid stated there wasn't anything new to discuss and noted that he was working on the issue with the ABET self-study.

ECE: Ilya stated that ECE is working on grant proposals and safety procedures in the wet labs.

CEE: Charlie noted that the faculty searches are going well and they have a lot of good interest in their TOE and LSOE searches.

CSE: Marek reiterated Sharon's excitement for Michalis' UC Lab Fees Program award. He also noted that K.K. and Heng should be receiving large awards soon and K.K. was named ACM fellow. He stated that they have a couple of good applicants for their LSOE search and should be starting interviews in January.

International Initiatives: Jun reported that the Dean's Council of Advisor nominations are in swing for the advisory board and they currently have 17 candidates. They are mostly looking for industry candidates. He also noted that we received a \$2 million dollar gift from one of our alumni to establish the "UCR-China Collaboration Fund". Jun was happy to announce that we have chosen our commencement keynote speaker, Isaac Saldana. He is a BCOE alumni (BS in EE and CS) who is the co-founder of Sendgrid and his company went public (NYSE: SEND) on the Monday before Thanksgiving and he is a 1st generation college graduate. Jun also noted that we are currently creating marketing materials for our high profile labs, including the Supercomputing lab, Nanofabrication lab, CAN, etc. The goal is to attract more external funding to sponsor or provide service/research contracts. For more information please visit http://www.engr.ucr.edu/~junwang/BCOE_Nano_CleanRoom.pdf and http://www.engr.ucr.edu/~junwang/UCR_Bourns_Supercomputing.pdf. Jun also announced that this year, we have received a total of \$6.5 million in donations/pledges, making it the second best year in BCOE's fundraising history.

BIEN: Xiaoping stated that BIEN's faculty search is going well and there are a lot of applicants. He also noted that BIEN is going to host a system-wide conference this summer in June (20-22). Sharon commented that if any department wants to host a large event/conference and needs assistance to reach out to her and see if the college can help since this is a great way to advertise the college.

MSOL: Kambiz reported that he met with Pearson to work on increasing enrollment numbers. Things are going well other than some issues with faculty canceling courses that MSOL students were planning to take and then having to try and rearrange their schedules. This highlights the balance between trying to grow the program and being able to keep up with the demand for courses. Kambiz noted it's a tough balance between sustainability and

growth. Marko asked about additional smart classes and Kambiz stated that there are issues with us installing our own because they are not covered by Multimedia when it comes to repair and technical issues. Marek also had concerns about needing a larger classroom and Kambiz stated that the enrollment has to meet the threshold or the class will be kicked out of the room. Kambiz noted that he is talking with an instructor from UCI to possibly have him teach a course on project management for the program.

Chairs' Meeting

December 4, 2017

Agenda

Winston Chung Hall – Room 443

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| 1. | Welcome | Sharon |
| 2. | Approval of Minutes from November 17, 2017 Meeting | Pat |
| 3. | Dean's Update | Sharon |
| 4. | Graduate Education | Ravi |
| 5. | Undergraduate Education | Marko |
| 6. | Staff Appreciation <ul style="list-style-type: none">• RSVPs for Chairs/Center Directors/Faculty• Praise Cards | Sharon/Alissa |
| 7. | Department Updates | Chairs |
| 8. | Research ethics education program | Dena Plemmons |

Research Ethics Education Program

*A campus wide resource for
research integrity and
professional conduct, offered for
graduate students, postdoctoral
scholars, and faculty*

- Our goal is the creation of a campus culture that recognizes the importance of ethical practice in science and scholarship.
- Our approach is proactive -- we encourage the collaborative engagement of faculty and students in our training and education efforts.

Dr. Dena Plemmons, Director | dena.plemmons@ucr.edu | 951.827.4312 | graduate.ucr.edu/researchethics

What we offer

COURSES

GDIV 403 Interdisciplinary Seminar: Research and Scholarship Ethics

SEMINAR SERIES

Ethical Challenges in Research

FACULTY WORKSHOPS

Train the trainer curricula for faculty across a range of disciplines

EAT (Ethics at the Table) INITIATIVE

Informal conversations over lunch

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