Chairs’ & Center Directors’ Meeting Minutes

Date: March 28, 2011 (12:00 to 2:00 pm)
Location: EBU II – Room 443
Attendees: Abbaschian, Reza
           Balandin, Alex
           Bhanu, Bir
           Bhuyan, Laxmi
           Boretz, Mitch
           Davidson, Don
           Haddon, Robert
           Hartney, Pat
           Matsumoto, Mark
           Myung, Nosang
           Parker, Linda
           Payne, Tom
           Ravi
           Schultz, Jerry
           Stahovich, Tom
           Tan, Sheldon (for Walid Najjar)

Absent: Barth, Matt
        Lake, Roger
        Najjar, Walid
        Xu, Daniel

The agenda for the meeting is shown in Appendix 1.

1. Welcome and call for agenda items - Reza
Reza announced that the second half of today’s meeting will be a closed session with Chairs, Directors and Assistant and Associate Deans to discuss BCOE’s budget reduction target.
It was noted that BCOE will be submitting an STC topic of “Next Generation Electronics.” There may be 1-2 additional STC topics submitted by UCR.
There were no items added to the agenda.

2. Approval of Minutes - Pat
The minutes of the March 14th Chairs/Directors meeting were unanimously approved.

3. Faculty Hires - Departments
BIEN: two offers are in process.
CSE: two offers have been made and accepted. The new hires are in graphics and data mining. The data mining hire is at the Associate Professor level. CSE may want to make a third offer if there are unfilled lines available this year.
CEE: three informal offers have been made. One offer has been accepted and one has been rejected. The third offer is still pending.
ME: the department is still interviewing its 8-9 candidates.
EE: 4 of the 11 candidates still need to be interviewed. No offers have been made yet.

4. Undergraduate Education – Ravi
Ravi stated that the campus has offered admissions to the applicants on BCOE’s freshmen waitlist. These waitlisted applicants need to respond to UCR’s offer by 4/4/11. The decision on whether to enroll these waitlisted students to a Pre-Engineering category has not yet been made. UC’s deadline for undergraduate acceptance decisions is 5/1/11. There are about 10,000 students on UC waitlists this year.
Ravi requested ABET updates from Chairs and Program Directors. CS has provided a written update and will hold its advisory board meeting next Fall. CEE has scheduled its advisory board meeting for the end of May. ME’s advisory board meeting is scheduled for 5/5/11. Ravi will circulate an ABET to-do list (provided by Mitch) to programs (see attached). This list includes input from the last ABET review. Tom P. stated that there needs to be a division of labor between CS and EE for the Computer Engineering (CE) program. Tom P. has offered to help but Reza noted that Walid should take the lead since he is the Program Director for CE.
Ravi stated that he recently sent BCOE undergraduate persistence and retention data to Chairs. This data starts with the 2004 cohort. He noted that about 32% of this 2004 cohort graduated in BCOE which is a typical graduation rate for BCOE. Ravi will send another copy of this data to Jerry.
Ravi stated that Thomas McGraw in Student Affairs needs a single point of contact in each department for course scheduling, etc. After discussion it was decided that Thomas will communicate directly with Chairs (who can designate a staff or faculty member to receive these messages). Lastly, it was noted that Neal Young is working on a program to automate projections for BCOE course enrollments.

5. Graduate Education - Mark
Mark distributed the latest summary of graduate student applications, admits and accepts. He noted that the number of departmental offers has decreased from the same time last year. BIEN and CEE domestic student admits are significantly below last year’s figures. The total number of accepts this year (20) is less than half of last year’s total (42) at this date. Laxmi reported that CSE may exceed its 25 PhD target this year. However, EE may undershoot its 32 PhD target. It was noted that a low percentage rate for graduate student admits by BCOE and a high percentage rate of acceptances by graduate students enhances BCOE’s national reputation. Lastly, Reza asked that departments make sure that they’ve accepted enough grad students to cover the needs of incoming faculty.

6. Commencement – Linda
Linda reminded participants that this year’s BCOE Commencement is scheduled for 6pm on Monday, June 13th. Captain Jay Kadowaki, the Commanding Officer of the Naval Surface Weapons Center, Corona will be BCOE’s keynote speaker. Also, Winston Chung will attend and be named a Fellow of BCOE. In addition, there will be a memorial for ME’s student Alan Lin who died this past quarter. Linda asked Chairs and Directors to send her requests for VIP tickets for Commencement. Don stated that BCOE’s reception after Commencement will be similar to last year’s event except that the food will be divided among the departmental rooms instead of being available on the main patio. Only desserts will be provided on the main patio.
7. Council of Advisors – Linda
The BCOE Council of Advisors meeting was scheduled for April 26th but this event will need to be
rescheduled in May since Reza needs to attend a UCR Budget Reduction meeting that day. Reza asked Chairs
and Directors to send him suggestions for faculty speakers and research themes for this Council of Advisors
meeting. Also, it was noted that the Poonian Chair naming event is still scheduled for 4pm on April 26th. The
Poonian Chair donor, Duane Roberts (owner of the Mission Inn) will attend along with the Chair holder
(CSE’s new faculty member, Timar Shinar).

8. Distinguished Seminars – Reza
Reza wants to schedule 2-3 Distinguished Seminars in the Spring quarter. Speaker suggestions should be sent
to Reza.

9. On-line Masters – Tom P.
Tom announced that the Grad Council has approved BCOE’s on-line MS degree proposal. This proposal will
now need to be reviewed by the Riverside division of UC’s Academic Senate and an ad hoc committee of
CCGA. It is anticipated that final approval should be granted in Fall 2011. Reza stated that this proposal
includes a BIEN on-line MS program but that he hopes that 2-3 on-line MS programs could be added each
year by BCOE departments.

10. Graduate Computer Engineering – Reza
Walid was unavailable for this meeting but it was announced that Computer Engineering’s MS proposal has
been approved by the Academic Senate’s Grad Council. Similar to BCOE’s On-line MS Degree Program, this
proposal will need to be approved by the Riverside division of UC’s Academic Senate and by CCGA.
On a related issue, Nosang noted the need for feedback from BCOE BS/MS students in order to improve the
program.

The remainder of the meeting was a closed session on BCOE budget targets for Department Chairs, Center
Directors and Assistant and Associate Deans only.
Chairs’ & Center Directors’ Meeting
March 28, 2011
Agenda

Engineering Building Unit II – Room 443

1. Welcome - Request for Agenda Items from the Floor  Reza
2. Approval of Minutes from March 14, 2011 Meeting  Pat
3. Faculty Hires  Departments
4. Undergraduate Education  Ravi
5. Graduate Education  Mark
6. Council of Advisors  Linda
7. Commencement  Linda
8. Distinguished Seminars  Reza
9. On-line Masters  Tom P.
10. Graduate Computer Engineering  Walid
11. Other Matters

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CLOSED Session  Department Chairs Only

The next scheduled meeting will be

Friday – April 15, 2011

Please note: Meetings will be held in EBU II – Room 443

Page 4 of 5
Inventory of things to do in spring 2011:

1. Review the 2011-12 ABET criteria at http://www.abet.org/forms.shtml. Be sure to choose the right set of criteria: either Engineering (pretty far down the page) or Computer Science.


3. Conduct a departmental board of advisors meeting to obtain:
   a. Feedback/updates on Program Educational Objectives and Program Outcomes.
   b. Other feedback on the quality of our graduates and our curriculum. (Especially if they can provide anything quantitative.)

4. Check the UCR catalog to be sure that your Objectives are accurate and up to date.

5. Check to be sure that your objectives are consistent with the UCR mission. UCR’s current mission statement (http://www uc edu/about/mission.html): The University of California, Riverside serves the needs and enhances the quality of life of the diverse people of California, the nation and the world through knowledge – its communication, discovery, translation, application, and preservation. The undergraduate, graduate and professional degree programs; research programs; and outreach activities develop leaders who inspire, create, and enrich California’s economic, social, cultural, and environmental future.

   With its roots as a Citrus Experiment Station, UC Riverside is guided by its land grant tradition of giving back by addressing some of the most vexing problems facing society. Whether it is assuring a safe, nutritious, and affordable food supply; stimulating the human mind and soul through the humanities and arts; or finding solutions to the profound challenges in education, engineering, business, healthcare, and the environment, UC Riverside is living the promise.

6. Review what we said in 2006 about the process for establishing Objectives in your department. Is it still accurate? Have we been fulfilling that process over the past five years? If not, consider changing your process (and consulting your board of advisors about the change).

7. Spot-check some student transcripts to be sure that our process of verifying that all graduates fulfill all requirements is working.

8. Be sure you understand the “continuous improvement” criterion, which is new since 2006 (the “professional component” criterion has gone away). Describe how the results of evaluation processes for the program educational objectives and the student outcomes and any other available information have been used as input in the continuous improvement of the program. Indicate any significant future program improvement plans based upon recent evaluations. Provide a brief rationale for each of these planned changes.

9. RECOMMENDED: Conduct an alumni/employer survey using Survey Monkey.

10. RECOMMENDED: Consult with the Career Center to see if we have feedback forms from engineering student internships or any feedback from employers who hire BCOE graduates.
### 2011-12 BCOE GRADUATE RECRUITMENT TARGETS

<table>
<thead>
<tr>
<th>Dept</th>
<th>M.S.</th>
<th>Ph.D.</th>
<th>Total</th>
<th>Accepts</th>
<th>% of Target</th>
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<tr>
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<td>20</td>
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<tr>
<td>CEE</td>
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<td>16</td>
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<td>19.0%</td>
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<tr>
<td>CSE</td>
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<td>20</td>
<td>35</td>
<td>13</td>
<td>37.1%</td>
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<tr>
<td>EE</td>
<td>13</td>
<td>32</td>
<td>45</td>
<td>0</td>
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<tr>
<td>MSE</td>
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<td>12</td>
<td>1</td>
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<tr>
<td>ME</td>
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<td>10</td>
<td>25</td>
<td>0</td>
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<tr>
<td><strong>Subtotal</strong></td>
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<td><strong>101</strong></td>
<td><strong>173</strong></td>
<td><strong>20</strong></td>
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### Applicants - as of March 28, 2011

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<th>Domestic Students</th>
<th>Total Students</th>
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<th>2011</th>
<th>2009</th>
<th>2010</th>
<th>2011</th>
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<td>BIEN</td>
<td>28 27 38</td>
<td>28 65 62</td>
<td>56 92 100</td>
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<tr>
<td>CEE</td>
<td>114 129 125</td>
<td>22 65 72</td>
<td>136 194 197</td>
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<tr>
<td>CS</td>
<td>433 344 414</td>
<td>57 68 77</td>
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<td>EE</td>
<td>423 346 439</td>
<td>34 65 42</td>
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<tr>
<td>MSE</td>
<td>NA 53 62</td>
<td>NA 10 31</td>
<td>0 63 93</td>
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<tr>
<td>ME</td>
<td>67 75 91</td>
<td>18 28 33</td>
<td>85 103 124</td>
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### Admits - as of March 28, 2011

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<tr>
<td>CEE</td>
<td>25 18 12</td>
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<td>NA 4 6</td>
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### Accepts - as of March 28, 2011

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<td>0 13 2</td>
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<td>CEE</td>
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<td>CS</td>
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### Unit Apps

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<tr>
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