

Chairs' & Center Directors' Meeting Minutes

Date: June 28, 2010 (12:00 to 2:00 pm)

Location: EBU II – Room 443

Attendees: Abbaschian, Reza
Barth, Matt
Bhuyan, Laxmi
Boretz, Mitch
Davidson, Don
Haddon, Robert
Hartney, Pat
Lake, Roger
Parker, Linda
Payne, Tom
Ravi
Schultz, Jerry
Stahovich, Tom
Tan, Sheldon
Walker, Sharon (for Yushan Yan)

Absent: Balandin, Alex
Bhanu, Bir
Mahalingam, Shankar
Matsumoto, Mark
Najjar, Walid
Yan, Yushan

The agenda for the meeting is shown in Appendix 1.

1. Welcome and call for agenda items - Reza

Roger added the topic of Technical Reports. Reza welcomed Sharon Walker to the meeting. She is filling in for Yushan who is on travel.

2. Approval of Minutes - Mitch

Pat thanked Mitch and Don for taking the minutes at the last meeting. The minutes of the May 28th Chairs/Directors meeting were unanimously approved.

3. ENGR 180 - Ravi

Ravi stated that Computer Science has been offering ENGR 180 for five years. It is required for all CS, EE, CE and IS students. This course is similar to ENGL 1C that is required for all UCR students. BCOE has been given approval from the campus to substitute ENGR 180W for ENGL 1C for its undergrads. The "W" in ENGR 180W denotes it as a Writing course. Both ENGR 180W and ENGL 1C are four unit courses. Ravi stated that ENGR 180W is designed as an upper division course since students should have exposure to technical content before taking the course. As such, Ravi recommended that all BCOE programs revise their curriculum to include ENGR 180W in the Junior or Senior year. After discussion, it was agreed that BCOE students in some programs may need to take ENGR 180W in their Sophomore year due to full schedules in their Junior and Senior years. ENGR 180W will be offered in the Fall, Winter and Spring quarters of AY 10/11. Enrollments are limited to 75 each quarter (for a total of 225 students next year). Since there will be around 80-90 CS students taking ENGR 180W next year, this only leaves about 125 openings for other BCOE students. Ravi stated that ENGR 180W is one of a number of General Education courses that will be offered by BCOE. The BCOE department offering these General Education courses will get credit for a specified number of student FTE; the rest of the FTE will be divided equally among the other BCOE departments. Ravi noted that ENGR 180 is currently being taught by two lecturers with extensive technical communications experience. It was originally anticipated that ENGR 180 would be rotated among BCOE departments. Jerry suggested that BCOE establish a Course Coordinating Committee to coordinate the offering of General Education courses in BCOE.

4. Undergraduate Education - Ravi

Ravi stated that this year's first UCR Freshmen Orientation is scheduled for this Wednesday (6/30/10). Due to the projected large number of incoming Freshmen, the campus wants to limit course loads to 15 units per quarter. However, since about 50% of BCOE's incoming Freshmen need Math and/or English prep classes, a 15 unit cap would force these student to fall behind schedule. The campus recently denied BCOE's request for a 17 unit per quarter cap. All BCOE departments voiced support for Ravi to re-propose this 17 unit cap to the EVC&P due to the problems this would cause for many BCOE students.

5. Departmental Updates

CS: One new faculty member has been hired and the department expects a response from a second prospective faculty member within a week.

ME: One new faculty member has been hired and there is a possibility of an additional hire.

BIEN: One new faculty member has been hired and the department is waiting for a response from a second prospective faculty member. BIEN's new faculty member works in biomaterials, specifically bone development. On a related topic, Jerry met with the Dean of UCR's Medical School who indicated that they will be searching for two (senior) faculty members. The Medical School's programmatic themes will depend on the faculty that are hired. However, the Dean indicated that medical records information technology and

diagnostics could be important themes for the Medical School. These themes would connect well with BCOE's Computer Science department. Jerry will schedule a meeting with UCR Biomedical faculty soon.

EE: No news to report.

MS ENGR: The proposal (including BCOE's responses to questions/concerns) for an on-line MS ENGR degree program is being reviewed by the Grad Council. However, there is some concern that the Grad Council's review may be delayed since it is being transferred from the Grad Division to the Academic Senate.

CE-CERT: Two new research faculty have been hired. Tokyo Electric recently visited CE-CERT to discuss a joint PV manufacturing effort.

CEE: The department's only new faculty offer was declined. Wilfred Chen will be leaving for the University of Delaware. Sharon Walker has arranged for the June 2013 American Chemical Society Division of Colloid and Surface Science Symposium to be held at UCR. There will be around 400-600 attendees. 22 of CEE's 35 incoming grad students are domestic students. Reza congratulated CEE on their success in attracting domestic grad students and pointed out that this proves that BCOE can compete with top engineering colleges for domestic grad students.

CE: The proposal for a MS in Computer Engineering is in process with the Grad Council (and may also be delayed due to the transfer of the Grad Council from the Grad Division to the Academic Senate).

CNSE: No news to report.

6. MS ENGR in CE – Walid

Walid was unavailable for this meeting.

7. Academic Planning - Reza

Reza will circulate the departmental faculty hiring strategic plans that he has received to date. Expanded versions of these plans are due by the end of July to Reza. Reza hopes to submit BCOE's final plans to the EVC&P by mid-August.

8. Emergency Planning (Business Continuity) - Reza

Reza will invite EH&S representatives to a future Chairs/Directors meeting to discuss emergency planning. Each BCOE department and center will need to establish backup plans for instruction, file storage, etc. so that it can continue to operate after a natural disaster, etc. Pat mentioned that the Dean's Office is recruiting for a new Safety Officer/Facilities Coordinator who will help to coordinate these plans.

9. Other

Reza stated that BCOE's Commencement event was attended by 258 graduates and 2,455 guests. A Commencement follow-up meeting will be held soon to discuss lessons learned.

Roger stated that since it can take two years for a paper to be published in a journal, it might be beneficial to have a BCOE Technical Report series. Laxmi noted that CSE already has such a series but it is not extensively used at this time. It was noted that several journals will not publish articles that have already appeared in print or on the web. An advantage of a Technical Report series is it gives early access to information for BCOE Industrial Partner members. Jerry suggested that a list of thesis topics would also likely be of interest to Industrial Partners. After discussion, Reza asked that a small BCOE committee be formed to make recommendations. The committee will be comprised of Roger (Chair), Jerry and Laxmi.



Chairs' & Center Directors' Meeting

June 28, 2010

Agenda

Engineering Building Unit II – Room 443

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| 1. | Welcome - Request for Agenda Items from the Floor | Reza |
| 2. | Approval of Minutes from May 28, 2010 Meeting | Pat |
| 3. | ENGR 180 | Ravi |
| 4. | Undergraduate Education | Ravi |
| 5. | Department Updates | Chairs/Center Directors |
| 6. | MS ENGR in CE | Walid |
| 7. | Academic Planning | Reza |
| 8. | Emergency Planning (Business Continuity) | Reza |
| 9. | Other Matters | |

The next scheduled meeting will be

Monday – July 12, 2010

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