# Chairs' & Center Directors' Meeting Minutes

**Date:** June 10, 2013 (12:00 to 2:00 pm)
**Location:** WCH – Room 443
**Attendees:** Abbaschian, Reza
Barth, Matt
Bhuyan, Laxmi
Boretz, Mitch
Farrell, Jay
Garay, Javier
Haddon, Robert
Hartney, Pat
Matsumoto, Mark
Najjar, Walid
Ravi
Rodgers, Victor
Vafai, Kambiz
Stahovich, Tom
Wheeldon, Ian (for Nosang Myung)

**Absent:** Bhanu, Bir
Myung, Nosang
Tan, Sheldon
Wang, Albert

The agenda for the meeting is shown in Appendix 1.

**1. Welcome and call for agenda items - Reza**
The topic of Student Technology Fee was added to the agenda by Pat.

**2. Approval of Minutes - Pat**
The minutes of the May 20th Chairs/Directors meeting were unanimously approved.

**3. Undergraduate Education – Ravi**
Ravi pointed out the summary of BCOE freshmen and transfer SIRs attached to the agenda. The total number of freshmen SIRs is 633 including 590 California residents and 35 international students. Assuming a melt of 13% during summer, Ravi expects BCOE will enroll around 550 freshmen in Fall 2013. The number of transfer student SIRs is 127 including 4 international students. We are still accepting transfer students and will utilize UC's pool of transfer referrals to increase the number of transfer SIRs. BCOE Student Affairs staff will continue to contact transfer student applicants. Since CEE and ME have significant numbers of transfer SIRs, BCOE won't look for more transfer students for these majors from the transfer pool. Ravi estimates that BCOE will miss its 150 transfer student target by about 10 this year. Also, it was noted that the AIS scores of incoming freshmen are higher this year so BCOE's retention rate should increase which could have impacts on departments.

On another item, Ravi noted that we've accepted all of the Chinese students that previously applied for the BCOE/UNEX Program. Ravi distributed two more applications for review/approval. He is unsure how many of these accepted Chinese applicants will enroll.

**4. Graduate Education – Mark**

Mark noted the BCOE grad student summary attached to the agenda. This document includes graphs by BCOE program of grad student applications, admits and SIRs from FY 09/10 to FY 13/14. Mark commented that the number of applications has increased over the last five years. Also, he noted that the graphs show that admit offers were made sooner this year. There are 172 grad student SIRs so far this year (72 MS, 100 PhD). He added that the number of domestic SIRs is approximately 20% of the total number of SIRs each year.

**5. Commencement – Pat**

Reza stated that 61 PhD students, 27 MS students and 288 undergraduates will walk at this year's BCOE Commencement. This will be the largest number of students participating in a BCOE Commencement. The total numbers of BCOE students graduating in AY 12/13 are: 80 PhD, 50 MS and 330 undergraduates.
Pat reminded Chairs that BCOE's Commencement is next Monday (6/17) starting at 6pm. Faculty need to arrive at Latitude 55 no later than 5:15pm. Eilene has sent out the new hooding procedure's youtube link to BCOE faculty. The Dean of the Graduate Division will assist with hoodings in this new procedure. Reza has asked Joe Childers if BCOE needs to implement this new hooding procedure.
Pat stated that BCOE non-exempt staff volunteering at Commencement should be offered overtime or comp time off. Most staff take comp time off. Exempt staff can be allowed to come in later the following work day. Pat will send a reminder about Commencement volunteers to BCOE FAOs.
Reza noted that BCOE's Reception will follow the Commencement ceremony and will be held on the WCH 2nd floor patio as before.

**6. Updates from Departments and Centers**

MS On-Line Program: Kambiz reported that there were five candidates for MSOL core course lectureships. After review, two candidates were selected. There is one MSOL applicant so far this year. Kambiz has met with BIEN to discuss efforts to recruit more students. Two new specializations (that will start Fall 2014) are on MSOL's website. The new specializations are Materials at the Nanoscale and Water Quality Control Systems. Reza suggested that Kambiz send a letter to the Grad Council informing them of these new specializations.

BIEN: Victor noted that the NIH fellowship to a BIEN student has been announced and there will be two NASA fellowships in the department. These are in addition to the five NSF grad student fellowships previously announced. There are new efforts in the Center for Bioengineering that would involve 5-10 industrial partners. Also, faculty in other BCOE departments may be interested in becoming Center collaborators.
Victor stated that Denise Sanders is retiring as BIEN's FAO at the end of June. A retirement event will be held on June 28th in WCH 205/206. Denise will be returning to BCOE later this summer to coordinate BCOE's grad student recruitment efforts next year and to help transition a replacement FAO in the department.
Victor was the keynote speaker at the commencement ceremony at San Jacinto Valley Academy. Ravi noted that Mt. San Jacinto Community College provides several transfer students to BCOE. Jay added that high schools in that area are interested in being visited by Student Affairs staff to learn more about BCOE.

MSE: Javier stated that MSE grad student presentations are scheduled for today and tomorrow. These presentations are made in front of other students and some faculty. Future presentations may be limited to junior and senior MSE students.

ME: Javier reported that interviews were recently held for the department's open Machinist position. A candidate has been offered the position. Also, Elisa Franco recently received a single PI NSF award. Lastly, the department will be searching for a new Analyst to replace Katie Dell who was recently hired to be the new MSO in MSE.

CE-CERT: Matt announced that CE-CERT grad student scholarships were recently awarded. There were 15-20 applicants per scholarship this year, significantly more than previous years. Also, ($20K) Transportation Center Board grad student awards were recently made. Lastly, CE-CERT is hosting a retirement party for Bill Carter, Dennis Fitz and Chuck Bufalino on June 11th.

CSE: Laxmi stated that the department's new Analyst (Jessica Pacheco) started work this week.

CE: Walid indicated that nothing was new in CE.

CNSE: Robert summarized the status of the MRSEC proposal. The three Interdisciplinary Research Groups (IRGs) are headed by Jeanie Lau (Physics), Chris Bardeen (Chemistry) and Nosang Myung (CEE). Harry Tom has agreed to be a co-director of the proposed Center and Sharon Walker has agreed to be its Outreach Director.

CEE: Ian stated that the department selected a new Analyst (Laura Schulte).

EE: Jay reported that the department is coordinating a possible husband/wife faculty hiring with CEE.

On a related issue, it was noted that there are 2-3 more senior faculty candidates coming for visits. It was stressed that all search committee members need to interview these candidates during their visits. Reza is waiting for input from the search committee on last week's senior faculty candidate before proceeding.

**7. Other Matters**

Student Technology Fee: Pat handed out copies of a Powerpoint presentation made by Chuck Rowley at a recent Dean's Meeting. This presentation summarizes UCR's Student Technology Fee Project and includes projects currently funded or under consideration for funding. This Fee is charged to all UCR undergraduates (at $4 per unit) and graduate students (at $2 per unit) and is designed to support instructional, classroom and other technologies that provide educational benefits to the widest group of UCR students as possible. Pat then distributed a summary of a BCOE effort that could be proposed for Student Technology Fee funding. The proposed effort would provide laptop computers to incoming BCOE students or highly recommend that incoming students bring laptops (of minimum specifications) with them. This would enable BCOE to reduce support for its 18 existing computer labs and perhaps repurpose some of these rooms. It was suggested that such a proposal include a video conferencing center and perhaps 3D printer capabilities. Ravi noted that the University of Michigan has a program (CAEN) that utilizes significant numbers of students for computer hardware and software support. Among other benefits, CAEN generates many students with system admin capabilities. Victor added that the University of Iowa has a similar program (ICAEN). After discussion, Reza noted that departments need to input into this proposal effort. As such, Pat will ask each Chair for the name of a faculty member that would be willing to participate in meetings to develop a BCOE proposal.

**APPENDIX 1**

UNIVERSITY OF CALIFORNIA
UC RIVERSIDE
BOURNS COLLEGE OF ENGINEERING

# Chairs' & Center Directors' Meeting

## June 10, 2013

## Agenda

Winston Chung Hall – Room 443

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| 1. | Welcome - Request for Agenda Items from the Floor | Reza |
| 2. | Approval of Minutes from May 20, 2013 Meeting | Pat |
| 3. | Undergraduate Education | Ravi |
| 4. | Graduate Education | Mark |
| 5. | Commencement<br>• Start time is at 6 p.m.<br>• Arrive no later than 5:15 at Latitude 55<br>• New hooding procedure – watch video: http://youtube/3G-FA66qmA<br>• Staff working hours for commencement – compensation for employees | Pat |
| 6. | Updates from Departments & Centers | Chairs/Directors |
| 7. | Other Matters | |

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## Future Meeting Dates

**2013**

Monday, July 1