Chairs' Meeting Minutes

Date: September 18, 2017
Location: WCH – Room 443
Attendees:

Guillermo Aguilar
Marek Chrobak
Ilya Dumer
Jay Farrell
Xiaoping Hu
Ashok Mulchandani
Marko Princevac
Alissa Rackstraw
Chinya Ravishankar
Sharon Walker
Jun Wang
Charlie Wyman

Absent:

Patrick Hartney
Najjar Walid

1. **Welcome – Sharon**
   Smaller group meeting than last year. The center directors, faculty chair, and Mitch have been invited to one quarterly meeting. The goal is to allow for a more targeted and efficient meeting around academic/faculty issues with chairs/program directors. Alissa added the topic of budget to the agenda.

2. **Approval of Minutes from June 5th, 2017 meeting – Jun**
   The revised minutes of the June 5th meeting were Unanimously approved.

3. **Graduation Education – Ravi**
   Ravi reported the BCOE has 118 MS SIRs and 132 PhD SIRs to date, the overall growth is down by 28 comparing to Fall 2016. Overall graduate students growth is in healthy way, total number of graduate students is up by 142 compare to Fall 2016. UCR has started to use OENR to represent engineering MS Online program. Graduate assistants have met with Ravi about this year's recruitment process, and they are scheduled to visit local universities (Cal states, CBU, etc). Angela is working on updating departmental brochures for graduate recruitment purposes. Ravi proposed to create a one-page flyer on each department, and suggested to avoid sending one staff to represent all departments, since he/she may not know all about every department. The suggestion is to send a graduate student to company with each visit.

   UCR is participating in the ENGINE national data exchange for graduate applications, approximately 60-70 universities participated in this platform and 17000 names were downloaded. A few thousands qualified candidates will be gradating this year. Ravi will

separate names into each perspective departments and/or graduate division. He proposed to contact these students directly via email. Sharon suggested checking with graduate division to make sure all materials sending out are consistent with BCOE. Adrienne is taking the lead on graduate recruitment for BCOE. Guillermo asked on the effectiveness of such visits, or any data to prove the ROI. Ravi replied to change the sales strategy to include a more appearing presence at such events, and he has created a highlighter with BCOE logo as swag to give away. Sharon suggested such visits may not be as effective when staff is presenting, she suggested faculty maybe more effective. Ravi mentioned many of our graduate assistants are new staffs, and suggested to chairs to contact staff to update the data and info on each department, and working on talking points about the college and each program. Ilya suggested sending a good domestic master student to represent. Ravi agreed on communication skills is the most important criteria. Xiaoping asked about efforts on diversity, and Ravi agreed diversity and gender are important and critical to the college's mission. Ashok suggested more efforts on international recruitment, especially for MS degrees. Ravi said historically BCOE had 70% international application of the campus, but this year is about 50%. Admission rate for domestic student was higher than international students. Ravi suggested using GPP-E as a potential recruitment tool for graduate programs. Marko suggested more attention to GPP-E students while at UCR. Xiaoping suggested to get a broader contact lists with foreign institutions, so we can send out brochures to universities directly. Ravi suggested building up the website since many international applicants' uses it as info portal, and he suggested creating a website for graduate programs only. Ilya suggested faculty to present on all programs when traveling to foreign institutions, instead of their own programs. Sharon suggested all faculty to include a Slide about BCOE graduate programs when presenting at other institutions. Ravi thinks we are not short of applications, BCOE gets 40% of UCR's graduate applications, but the overall number of applications at UCR is also going down. Ravi will look into the take rates for UCR and other nearby universities.

Ravi presented a new chart for U.S News & World report Ranking and where UCR is placed, and he suggested the peer ranking is affecting us, UCR is at 2.4 for peer ranking.

4. **Undergraduate Education - Marko**

Marko has presented on the latest freshmen and transfer data for Fall 2017. Highlander orientation was completed as of last week. AIS cutoff was similar but higher than 2016. Marko presented numbers on students accepted and enrolled. While college's goal was 620, our prediction is 611. Winter transfer BCOE received 89 applications. Rosie's position was posted and planning to combine it with transfer coordinator into one position. OSAA office was planned to move from Bourns A to student service building first floor in Nov 2017.

ABET self-study reports are due on July 1st, 2018. So far only CS and Business Informatics have near completion self-study reports. Site visit will be sometimes in Fall (early Nov).

In regarding to data requested by all departments, Marko obtained the data and shared with all chairs on student information per each program. He is working on systematizing updates on remaining data: grants, gifts, awards, budgets, faculty numbers, etc. Ravi said he has all the data gathered already.

5. **Academic personnel - Jay**
   Jay has presented info on AAAS fellow, and perspective fellows in relates to each department, he has suggested to talk to faculty for nomination and application on these professional fellows. Jay will try to meet deadline for AP. Faculty orientation for new faculty was scheduled on Oct 10th, and the main purpose is to introduce them to college staff. Searches are going on for this year, Xiaoping says BIEN will keep the same searching committee and chair for this year. Jay presented on the lists of clusters where BCOE faculty are involved, the breathe cluster is now added to the list. Ashok wants to reemphasis on MSE's role when new faculty is hired through these clusters, and MSE faculty should be involved in the search process, with 50/50 appointments.

6. **Dean's update - Sharon**
   Sharon has shared on the UCR 2017-18 faculty professional development programming, and suggested the Chairs 201 series are for both new and continuing chairs. Other events such as junior faculty or stalled faculty workshops are great for faculty pre-tenure or before step 6 major promotions. Academy of distinguished teacher will have programs for new faculty, and she encouraged chairs to send new faculty to attend. The new center for teaching and learning is launched at UCR, it will be opened up in Rivera library, and we can sign up for teaching space needs at the new center. The theater department has just hired a new faculty who is an expert on public speaking, with a new class for professional students. If our departments are interested, we can invite this faculty to our class or give coaching lessons. Commencement is returning to individual colleges for MS students. Jun and Sharon visited 20+ universities in China, and Sharon has suggested two ways to increase our graduate recruitment pipeline. 1) Accept junior faculty from China as visiting scholars, 2) Chinese universities are looking to hire more international PhDs, and they have asked for a list of our graduating Phds for faculty positions consideration, these are potential opportunities for our students to take faculty positions at top universities in China.

   MRB committee placement, BCOE application is looking good. Working with PIs on their current and new spaces usage. Provosts suggested spaces been vacant by moving to MRB will belong to Provost to reallocate, but campus is still debating whether the vacant space choice should return to each college.

   Facilities was surveying any difficulties for installations, and departments need to report any problems. Ashok and Ravi has brought the humidity problem in MSE, which is affecting Alex's research. Marek suggested to change the system from compliant based to an inspection system, with quarterly inspection on all campus facilities. Marek brought up the needs to clean the windows outside WCH building, Ashok mentioned on the needs to fix doors at Bourns Halls. Guillermo mentioned the elevator in Bourns A building is 3 years beyond last inspection.

   Tom has requested to talk about budget at the next executive meeting. Pat has prepared the income statement and departmental carry forward projections for the current academic year. Sharon has asked each department to review the numbers before sharing with the executive committee. Marek asked for more clarity on the new budget model, such as adding a new

service course's impact on department's financial situation. Ilya suggested inviting Graduate Dean Shaun bowler to the new budget model discussion, especially about Master students' tuition and kickback to department. Sharon encouraged departments to come up with any budget questions for the upcoming executive meeting.

7. **Department Updates:**

ME – Guillermo, a new NSF grant has come in, Hideaki is the PI and Marko is co-PI. Many assistant professors complaint about parking situation, and suggested BCOE collectively come up with a memo to the academic senate (Dylan Rodriguez). Jay reconfirmed such complaints were brought up at the new faculty orientation. Website continues to be transited into a new campus-wide system.

BIEN – 2 NIH RO1 grants – Ghosh and Dimitris. 3 new faculty on board.

ECE – Hamed is leading a new grant at CE-CERT. One new LSOE is starting in Oct.

CSE – A year without faculty recruitment. 2 LSOEs added and faculty retreat next week.

MSE – Planning for an alumni advising board, and board of advisors' meeting this Friday.

CEE – Faculty retreat coming up.

Sharon - New course request system training for staff person at each department.

No other topics were discussed.