Chairs' and Center Directors' Meeting Minutes

Date: May 21, 2018
Location: Winston Chung Hall – Room 443
Attendees:

Reza Abbaschian
Guillermo Aguilar
Bir Bhanu
Ilya Dumer
Jay Farrell
Patrick Hartney
Xiaoping Hu
Maria Keller
Ashok Mulchandani
Walid Najjar
Marko Princevac
Laura Riley
Vassilis Tsotras
Kambiz Vafai
Sharon Walker
Jun Wang

Absent:

Marek Chrobak
Chinya Ravishankar
Charlie Wyman

1. **Welcome – Sharon**
   Sharon stated that the R-Ability Presentation is scheduled at the end of today's meeting (after 1pm). No items were added to the agenda.

2. **Approval of Minutes from May 7, 2018 meeting – Sharon**
   The minutes of the May 7, 2018 meeting were unanimously approved.

3. **Academic Personnel Matters – Jay**
   Jay reported that all BCOE academic reviews have been completed for this year. He asked for input from chairs on what went well and what didn't go well this year. Also, he stated that CPSU has been working with a CSE student to develop a BCOE electronic academic merit/promotion voting system. This system still needs development and will be optional for departments to use. The system facilitates electronic voting two days after the department faculty meeting but is accessible only to those faculty that attended the meeting. It was noted that this year's BCOE process worked well but APO is still a bottleneck.

4. **Graduate Education - Ravi**
   Ravi was on travel and unavailable for this meeting.

5. **Undergraduate Education - Marko**

Marko distributed a comparison of Fall 2018 vs Fall 2017 BCOE freshmen and transfer SIRs to date. He reported that BCOE departments met this year's freshmen targets but that CSE SIRs are far above the department's target.

Marko attended three recent UCR transfer student events. Attendance at each event was excellent. Transfer applications are still coming in. This year's transfer student target is 235 which Marko felt we would meet (or likely exceed). He noted that BCOE's traditional student SIR melt is about 15%.

Also, Marko reported that most ABET program self-studies have been reviewed 2-3 times. The dates of our ABET review won't be known until this summer. It was noted that some major colleges of engineering (such as MIT and perhaps UCB) are dropping ABET accreditation. Lastly, Marko will send Chris Lynch the names of our proposed ABET review team leaders.

6. **Dean's Update - Sharon**

Sharon called attention to the dates on the agenda for:

- BCOE's College Meeting (6/15),
- PhD Commencement Brunch (6/16),
- Undergrad and MS Commencement and Reception (6/18) and
- Pat's retirement reception (6/25).

Jun added that an event for Sharon is being scheduled for 6/11. More information about this event will be sent out soon.

Sharon reminded participants of the Chancellor's Town Hall meeting on 5/31 and the last Academic Senate meeting of AY 17/18 on 5/29.

She recognized the recent advisory board meetings of MSOL, CSE and CEE. ECE's Advisory Board meeting is scheduled for 6/8.

Also, she noted that she attended a recent budget meeting with the new VCP&B and EVCP and will meet this week with the Academic Senate's Committee on Planning and Budget.

Lastly, she stated that the VCP&B has approved the construction of a new parking garage at UCR. It's unclear where this garage will be located but it's expected to open in 2021.

7. **Department Updates**

ME: Guillermo reported that ME will be holding a grad student symposium on 5/25. The keynote speakers at this event will be the ME chair from UCI's College of Engineering and the incoming ME chair at UCLA's College of Engineering. Also, Guillermo will be hosting a meeting of the ME chairs from UC southern campuses on 6/1.

ECE: Ilya stated that the department will be welcoming two new faculty this Fall.

CRIS: Bir reported that he recently submitted a Big Data proposal to NSF and is working on other major proposals (including one on on-line learning).

Data Science: Vassilis noted that he is working on developing the new data science major. This will be a joint degree program between CSE and Statistics. He stated that an existing campus Ethics course will be used in this new program. After discussion, it was suggested that an engineering ethics course be developed for use by all BCOE programs.

Sharon added that faculty moving into MRB1 will not have office space. She has identified space in BCOE buildings for these faculty for their office hours. Also, the EVCP has indicated that no UCR faculty should have more than one office and that office and lab spaces being freed up due to faculty moving to MRB1 will revert to the EVCP. However, Sharon has justified retaining any such freed-up space in BCOE for incoming faculty hires. Lastly, Sharon reported that the EVCP now has to approve all centers at UCR. Accordingly, she will be sending out new center establishment policies and procedures.

BIEN: Xiaoping indicated that the department has received 140 abstracts for its upcoming UC Systemwide Bioengineering Symposium on 6/21. The agenda for this symposium is being finalized. Also, a Gates Foundation award was recently announced for Will Grover and Philip Brisk.

MSE: Ashok stated that he is one of three faculty members on UCR's new University Space Committee that reports to the VCP&B.

WCGEC: Reza noted the recent successful WCGEC conference that had about 200 attendees. The next such conference will be scheduled in February 2019. He expects that 600+ will attend.

CNSE: Alex reported that Cleanroom move committee is meeting. Only Phase 0 of the Cleanroom Move Plan has been funded to date. It will likely take one year to prepare the new MSE cleanroom space (Phase 0). The next phase will include purchase of major new cleanroom equipment which will lead to the establishment of an equipment use facility.

SHINES: Alex noted that center renewal decisions are still pending at DOE.
Lastly, he noted that his poster received an award at the recent Tech Connect Conference and that this event had several BCOE participants.

CE: Walid noted the recent CSE spousal hire who will start in January. Also, Prof. Zhao received an NSF Career Award.

MSOL: Kambiz reported on last week's meeting with Pearson representatives. MSOL is one of Pearson's top programs.

8. R'Ability Presentation – Laura Riley and Maria Keller

Laura and Maria gave the attached presentation on the services available at UCR's Student Disability Resource Center. They offered to make this presentation at department faculty meetings.

9. Additional Items

No other items were discussed.

Chairs' & Center Directors' Meeting

May 21, 2018

Agenda

Winston Chung Hall – Room 443

1.	**Welcome**	**Sharon**
2.	**Approval of Minutes from May 7, 2018 Meeting**	**Pat**
3.	**Academic Personnel Matters**	**Jay**
4.	**Graduate Education**	**Ravi**
5.	**Undergraduate Education**	**Marko**
6.	**Dean's Updates** • **College Meeting – June 15th 3-5pm** • **PhD Brunch – June 16th 10am – noon** • **Commencement (to include MS) – June 18th 6pm with reception after** • **Pat's retirement reception – June 25th 3-5pm**	**Sharon**
7.	**Department Updates**	**Chairs**
8.	**Center Updates**	**Directors**
9.	**Additional Topics**	
10.	**R'Ability Presentation (1:15pm)**	**Laura Riley**



Student Disability Resource Center

be well STUDENT HEALTH AND WELLNESS SERVICES

UC RIVERSIDE UNIVERSITY OF CALIFORNIA | Student Disability Resource Center

Mission Statement

Our mission is to promote an inclusive educational experience for students through the advocacy of equal access, disability and ability awareness, and self-empowerment.

Goals

- Raise awareness of SDRC role and services
  - Neutral party in the provision of disability related accommodations to students with verified disabilities
  - Serve as the experts working with SWD for the University
  - Provide education and consultation on SWD
- Raise awareness of students with disabilities at UCR
- Discuss the collaborative/consultative relationship between faculty and SDRC
- Provide an overview of R'Ability and review changes
- Discuss future opportunities to learn more
- GOAL: Comply with Federal and State Regulations / University Policy

High School vs University Process

High School (k-12)	University
School identifies students needing accommodations	Students are required to self Identify and provide verification of qualifying disability and functional limitations
IEP GOAL: Student SUCCESS	Accommodations Plan GOAL: Student ACCESS
Student accommodations are determined on a yearly basis.	Students must request accommodations each quarter, from each provider of the accommodation
Parental involvement is mandatory.	Parental involvement is limited as students are recognized as adults, and FERPA
Student Schedule (5 days a week)	12-16 hours a week in class
Teachers may provide one to one feedback on daily classroom performance.	Professors expect students to meet syllabus requirements and are available for meetings with students during office hours.
Parents and teachers may closely monitor student's study habits.	Students are responsible for developing study habits that lead to their own success.

Types of Disabilities We Serve (and more)

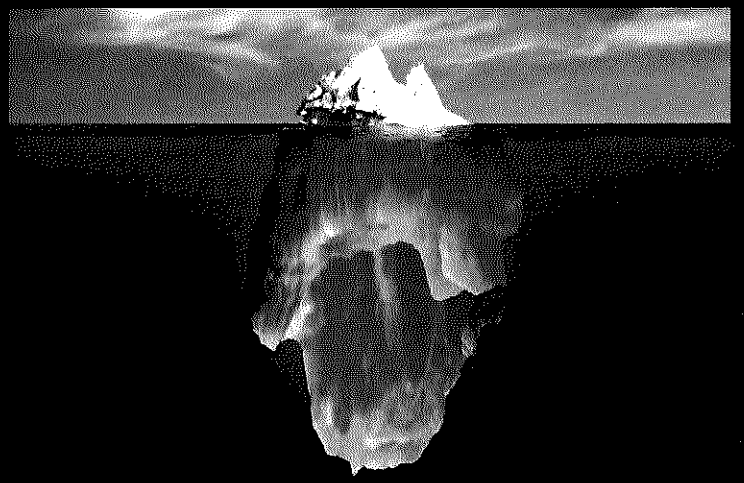
Hidden Disabilities

- Psychological
- ADHD
- Autism Spectrum
- Chronic Health Conditions
- Neurological
- Acquired Brain Injury

Visible Disabilities

- Blind
- Visual Impairment
- Deaf
- Other Hearing Impaired
- Speech/Communications Disability
- Mobility
- Manual Impairment

Department Stats for Fall Quarter



- Provided services to 1077 Students
  - 154 Graduate
  - 921 Undergraduate
- Types of Disabilities
  - 28% have a psychological disability
  - 23% have a mobility disability
  - 18% have a chronic health disability
  - 13% have ADHD
  - n=35 for Autism Spectrum Disorder; n=64 for Learning Disabilities; n=13 ABI
  - n=30 deaf or hard of hearing; n=32 blind or low vision; n=58 manual impairment

Accommodations available at UCR:

***Approved accommodations depend on the functional limitations impacting the individual student, and may include:**

- Administrative:
  - Disability Management Counseling, Priority Registration, Coordination of Services with on campus departments (i.e., Housing) and off campus (i.e., Department of Rehabilitation) agencies, etc.
- Classroom:
  - Audio Recording of lectures, using personal laptop to take notes, electronic text, ASL interpreter, lab assistant, accessible furniture, etc.
- Testing: ***796 Exams Scheduled during FALL 2018***
  - Reduced distraction, extended time, scribe, adaptive software, etc.
- Other:
  - Housing, Parking, Dining, Work, Service and Support Animals, etc.

What type of Modifications are NOT Disability-Related Accommodations?

- Lowering expectations
- Grade adjustment
- Alterations to the fundamental course of study

R'Ability (rability.ucr.edu)

Online Accommodations Management System, implemented FA17

- Why:
  - Respond to faculty and student feedback requesting a centralized, online method to receive and submit information
  - Decrease dependence on paper forms and the time those forms take to circulate
  - Provide faculty with more time to confirm exams with accommodations
  - ***Protect*** faculty and students from engaging in non-compliant communications about confidential and legally protected medical information

- The student is no longer placed in the position to run back and forth between our office and faculty offices to request accommodations. This process has been identified as an undue burden to a SWD.

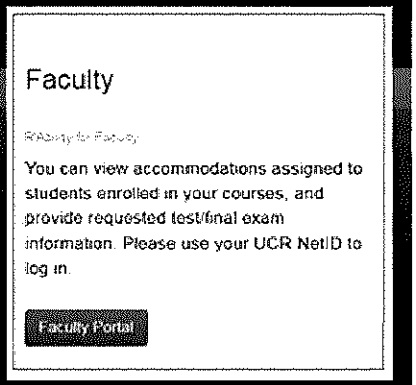
R'Ability (rability.ucr.edu)

How does R'Ability Work: Enhances Communication via email

- **Student Drive Process**: The student can make the request at any time
  - Notification to faculty that the student has made a LOA available
  - Student Requests a Note taker
  - Exam/Quiz with Accommodations:
    - 9 days before exam: Request to confirm exam with accommodations
    - 7 days before exam: Final reminder to confirm exam with accommodations
    - 2 days before exam: Reminder to submit exam to sdrc-exams@ucr.edu

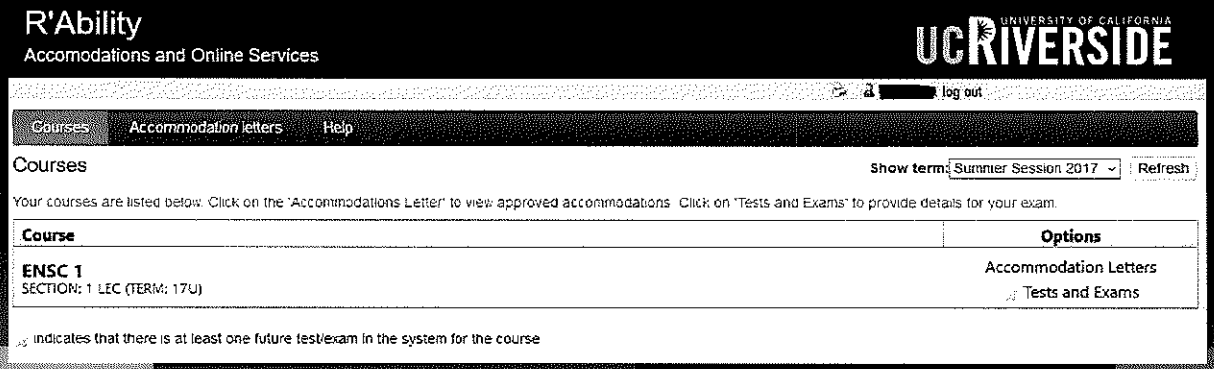
*Graduate Programs may vary in the process of coordinating the approved/requested accommodation(s)

R'Ability: Faculty Portal
Rability.ucr.edu



What is the Faculties Responsibility

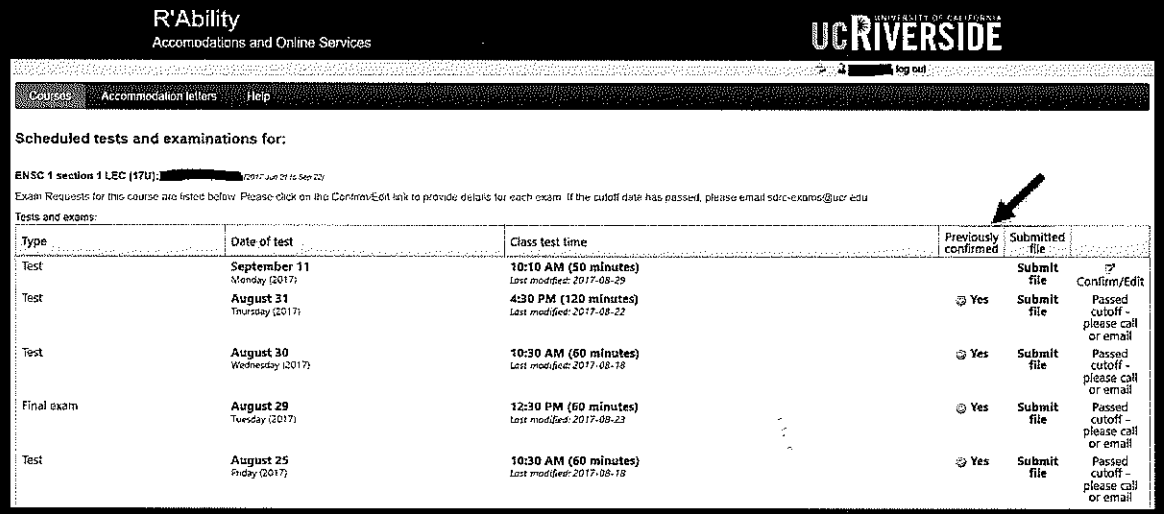
- View and acknowledge receipt of Letters of Accommodation per student
- Allow the approved accommodations to happen (i.e., record lectures)
- If there are questions about an accommodation, or the student is requesting an accommodation that does not appear in the LOA, contact SDRC
- If faculty interaction is required, a separate email will be sent with request/instructions on how to proceed, for example:
  - Note Taking: Make announcement to class
  - Exams/Quizzes with Accommodations: Confirm Exam Details



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R'Ability: Exam Accommodations Requests



R'Ability
Accommodations and Online Services

UC RIVERSIDE

[redacted] log out

Courses | Accommodation letters | Help

Scheduled tests and examinations for:

ENSC 1 section 1 LEC (17U): [redacted]

Exam Requests for this course are listed below. Please click on the Confirm/Edit link to provide details for each exam. If the cutoff date has passed, please email sdrc-exams@ucr.edu

Tests and exams:

Type	Date of test	Class test time	Previously confirmed	Submitted file	
Test	**September 11** Monday (2017)	**10:10 AM (50 minutes)** *Last modified: 2017-08-29*		**Submit file**	Confirm/Edit
Test	**August 31** Thursday (2017)	**4:30 PM (120 minutes)** *Last modified: 2017-08-22*	Yes	**Submit file**	Passed cutoff – please call or email
Test	**August 30** Wednesday (2017)	**10:30 AM (60 minutes)** *Last modified: 2017-08-18*	Yes	**Submit file**	Passed cutoff – please call or email
Final exam	**August 29** Tuesday (2017)	**12:30 PM (60 minutes)** *Last modified: 2017-08-23*	Yes	**Submit file**	Passed cutoff – please call or email
Test	**August 25** Friday (2017)	**10:30 AM (60 minutes)** *Last modified: 2017-08-18*	Yes	**Submit file**	Passed cutoff – please call or email

- 9 days prior to exam - auto email is sent to primary instructor (per Banner) requesting Exam details confirmation (NOT THE EXAM)
- 7 days prior to exam – receive final reminder to confirm exam
- 5 days prior to exam – portal to confirm exam closes
- 2 days prior to exam – receive email requesting exam be delivered to SDRC

R'Ability: Exam Confirmation

1. Date, time, the class is taking the class
2. Format of exam
3. Materials allowed in exam room
4. Make any changes to the information provided by the student

What if I change the date of my exam or I have questions?

No problem, contact sdrc-exams@ucr.edu to provide updated information.

Can a faculty member proctor their own exam with accommodations?

YES! You may contact SDRC to consult on the process.

****The actual exam is expected at least 1 day before the exam date***

What happens if I miss a deadline?

- The 5 day deadline to confirm the logistics of the exam is a hard deadline. If you miss that deadline you will be asked to provide and proctor the exam with the appropriate accommodations. The SDRC team is available to walk you through that process. We also understand during this transition period that emails and/or deadlines might be missed. We do want to collaborate with you to support the student in ensuring they get what they need (and are entitled to).

Why is my Department Chair and/or Associate Dean being copied on notifications?

- Department Chairs and Associate Deans are actively involved in supporting the provision of federally mandated accommodations. The notification allows them to support both the faculty and the students through the resolution of any issues in consultation with the SDRC.

Continuous Quality Improvement on R'Ability: response to faculty feedback

- Providing more time for faculty confirm exams (from 10 days to 5 days)
- Providing a centralized place to review accommodations requests
- Providing an online environment that is available beyond regular business hours
- A reduction in emails to go out by combining exam confirmations
- Adding 7 day reminder email back at the request to faculty (given the 5 day hard deadline)
- Changed the subject line of emails to highlight action needed and date due
- Managing SDRC Communication: consider creating an email rule
  - Exam requests emails come from sdrc-exams@ucr.edu
  - Letter of accommodation/Notetaker requests come from sdrc@ucr.edu

CQI on R'Ability and SDRC:

Pending topics

- 'Notification flag' with iLearn
- Faculty Portal entry in R'Space
- Uploading exams directly into R'Ability
- Implementing Quarterly Communication regarding R'Ability to all faculty

Current Limitations

- Operating Hours for SDRC are set M-F from 8-5pm (budget/resources)
- Student Driven Process – cannot mandate notification
- Duplicate emails for note taker requests
- Automatic email reminders will go out even if the exam has been confirmed
- No opt-in/opt-out features in R'Ability

Questions

- You may contact sdrc@ucr.edu with general (confidential) questions
- Appointment Phone Number: (951) 827-3861
- Costo Hall 125

- Exam Accommodations: sdrc-exams@ucr.edu

UC RIVERSIDE | Student Disability Resource Center

Faculty Guide to Providing Disability Related Accommodations

FREQUENTLY ASKED QUESTIONS:

What is the contact information for the Student Disability Resource Center (SDRC)?

SDRC Main Office (M-F: 8am-5pm) (951) 827-3861, 125 Costo Hall sdrc@ucr.edu *Approval of Accommodations/Questions	**SDRC/Academic Support Center (ASC)** (M-F: 8am-5pm) Phone: (951) 827-3028, 1213 Student Services Building *Exam accommodations: sdrc-exams@ucr.edu *Note sharing accommodations: sdrc-notesharing@ucr.edu

What happens when a student self-discloses a disability and requests an accommodation(s)?

- Request a Letter of Accommodation (LOA) from the student. The student can provide it to you in-person or send it to you through R'Ability. If the student does not have one, refer them to SDRC.
- If presented with medical documentation regarding a disability, including chronic health issues, please do not take it. Instead, redirect the student and their documentation to SDRC.

What do I do when I receive an email from SDRC (sdrc@ucr.edu) about viewing a Letter of Accommodation?

- Go to the R'Ability Faculty Portal (rability.ucr.edu), select your course to find the list of students
- Review the PDF Letter for each student and then click acknowledge/submit receipt of Letter of Accommodation
- Allow approved accommodations to happen in your course (i.e., recording lectures, use of a computer to type notes, etc.)
- Contact SDRC if you have any questions regarding any accommodation (sdrc@ucr.edu)
- Refer the student back to SDRC if they are requesting a disability-related accommodation that does not appear in the Letter of Accommodation

What other email notices might I receive about accommodations? You may receive other emails from sdrc@ucr.edu and/or sdrc-exams@ucr.edu that require action such as:

- Emails about accommodations for tests, exams and/or finals
    - Students request exam accommodations via R'Ability at least 10 days prior to scheduled exam (14 days prior to final exams)
    - 9 days prior to exam – faculty receive an email requesting confirmation of exam details in R'Ability
    - 7 days prior to exam – faculty will receive a final email reminder to confirm exam details in R'Ability
    - 5 days prior to exam – the R'Ability exam confirmation portal closes
    - 2 days prior to exam – faculty receive an email requesting they provide exam materials 1 day before exam to sdrc-exams@ucr.edu or to the SDRC/Academic Support Center at 1213 Student Service Building
- Emails requesting a note taker – you will receive an email, which contains a sample announcement to request a volunteer note taker. All you have to do is make the announcement to the class, that's it!

What is the best way to refer student to the Student Disability Resource Center (SDRC)?

- The best way to refer students is via email (sdrc@ucr.edu). A SDRC staff member will follow up with the student directly.

Do you have a sample syllabi statement I could use?

- Yes:
    - "UC Riverside is committed to providing equal access to learning opportunities to students with documented disabilities. To ensure access to this class, and your program, please contact the Student Disability Resource Center (SDRC) to engage in a confidential conversation about the process for requesting accommodations in the classroom. More information can be found on sdrc.ucr.edu. If you are a student registered with the SDRC, please ensure you request your quarterly accommodations through rability.ucr.edu. "