Chairs' and Program Directors Meeting Minutes

Date: February 5, 2018
Location: Career Center Conference Room
Attendees:

Guillermo Aguilar
Marek Chrobak
Ilya Dumer
Jay Farrell
Grover Will (for Xiaoping Hu)
Ashok Mulchandani
Marko Princevac
Walid Najjar
Chinya Ravishankar
Alissa Rackstraw (for Pat Hartney)
Sharon Walker
Jun Wang
Charlie Wyman

Absent:

Patrick Hartney
Xiaoping Hu
Kambiz Vafai (absent due to class schedule conflict)

1. **Welcome – Sharon**
   Sharon thanked the Career Center staff for inviting us to their new location and announced that they would be giving a brief presentation about their services. No items were added to the agenda.

2. **Info Session on Career Center – Sean Gil, Director and staff**
   Sean provided us with a packet that contains the Career Center 2016-2017 Annual Report and some fliers about Career Center events. Sean and his team discussed the annual report and provided breakdowns on the report data that were specific to BCOE and information about events that they have hosted related to engineering and STEM. They also discussed how employers target schools and there were some concerns from our Chairs' on why certain employers were missing from events. This led to Linda LaTendresse's call for us to collaborate with the Career Center on getting more employers to their events. Sharon noted that Mike Allen in our office has been working on putting together a list of employers where BCOE alumni work, who donate to BCOE, etc. and she thinks this database could be a good start to a collaborative effort

3. **Approval of Minutes from January 8, 2018 meeting – Sharon**
   The minutes of the January 22, 2018 meeting were unanimously approved.

4. **Graduate Education – Ravi**

   Ravi provided a handout with the graduate student application status as of 2/3/18. We are down 8% compared to last year. Other UCs have noticed similar declines in applications. Some departments are already starting their admissions process, so we are on track.
   Ravi discussed an MOU he is working on with The School of Business to have a MS and MBA plan. Once we admit MS students, they can apply for the MBA program after two quarters. They will continue with us and finish their MS. In their second year, they will do one course toward their MBA and do 12 units in the summer after 2nd year and in the 3rd year they will complete their MBA. The incentive is a discount on the MBA program and it is faster to complete. CS has more units than the other BCOE majors, so that program would have to be a little different. Ravi is okay with the idea and wants to ease into it with only a few students at first. We have to make sure it doesn't affect our program and that we don't become a part of The School of Business accreditation process so the degree programs need to be kept separate.

5. **Undergraduate Education - Marko**

   Marko provided a handout that has BCOE undergraduate applicant numbers for freshman and transfers as of 1/19/18 and a comparison to 1/19/17. We are up by 34.3% this year compared to last year. The target for admits was set the same as last year, but they have been increased slightly as of 1/16/18 (see the handout for details). Marko noted that UCOP stated they would provide state funding for transfers with no limits on the number as they are pushing the 2:1 transfer/freshman ratio.
   Marko noted that he and Jun have also been working on an MOU with The School of Business for a BS and MBA double degree plan. This plan is slightly different than the masters' plan as it incorporates the 4th year senior design course and gives students credit for that course towards their MBA. Students then start the MBA that summer after they complete their BS. As with the MS and MBA plan, we have to make sure it doesn't affect our program and that we don't become a part of The School of Business accreditation process so the degree programs need to be kept separate.

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

   Sharon noted that it has been pretty quiet the last few days so there isn't much to update. She reiterated that the new VCPB will be started on February 1 and he took over Facilities and A&E from RED. She also reminded everyone that Mike Pazzani is on sabbatical and Gillian Wilson is filling in for him.

7. **Department/Center Updates**

   ME: Guillermo stated that ME has conducted three interviews and they have one more coming out.

   ECE: Ilya stated that ECE's short list for their two cluster searches will be completed soon and they will start interviewing soon. They also have a part-time LSOE search going.

CEE: Charlie noted that they are preparing for the Air & Water candidates to start coming and then they will move on to the materials search. He also noted that Michael Zachariah's offer should be complete soon.

MSE: They have three senior and looking at 2-3 junior faculty for their short-list. Ashok noted that their new Graduate Student Assistant, Kelly McDonald, starts on Wednesday. They are also done with their MS applicants and are starting to work on the PhD applications.

BIEN: Will noted that the search committee has submitted their short-list and should be starting to interview soon.

8. **Website Transition – Angela and John**
   Angela and John joined the meeting briefly to discuss the campus website transition from OUCampus to Drupal. This is a mandatory transition that has to be completed by June 2019. They provided a handout to show which departments/centers have already started a transition to the new OUCampus, but all will need to transition to Drupol. The handout also highlights three different options for supporting the transition: 1) DO does the main page transitions and the departments/centers have to do all subsites as well as maintenance; 2) DO does all transitions and the maintenance remains with the department/center. This requires 1-2 additional staff to help with transitions; 3) DO does all transitions and takes over all maintenance/updates. This requires hiring 1-2 additional career employees. John noted that Drupol is more complex than OUCampus, so options two or three are probably better. Sharon noted the options would be reviewed and discussed.

9. **Additional Items**
   Jun noted that the deal is complete between UCR and China for $2m to establish collaboration between UCR and schools in China. He is working on the by-laws and talking with the department chairs to get a board established.

Chairs' & Program Directors' Meeting

February 5, 2018

Agenda

Winston Chung Hall – Room 443

1.	**Welcome**	**Sharon**
2.	**Info Session on Career Center**	**Sean Gil, Director**
3.	**Approval of Minutes from January 22, 2018 Meeting**	
4.	**Graduate Education**	**Ravi**
5.	**Undergraduate Education**	**Marko**
6.	**Dean's Updates**	**Sharon**
7.	**Department Updates**	**Chairs**
8.	**Website Transition**	**John/Angela**
9.	**Additional Topics**	

Handout from Ravi on Graduate student applications

Application Status as of 2/3/2018

	MS Applicants			PhD Applicants			Total		
Program	Fall'17	Fall'18	Change	Fall'17	Fall'18	Change	Fall'17	Fall'18	Change
Bioengineering	32	42	31%	53	75	42%	85	117	38%
Chemical and Environmental Engineering	49	47	-4%	130	95	-27%	179	142	-21%
Computer Engineering	55	41	-25%				55	41	-25%
Computer Science	477	450	-6%	242	253	5%	719	703	-2%
Electrical Engineering	180	148	-18%	202	194	-4%	382	342	-10%
Engineering - M.S. in Engineering (Online)	3	1	-67%				3	1	-67%
Materials Science & Engineering	22	22	0%	103	68	-34%	125	90	-28%
Mechanical Engineering	48	46	-4%	71	55	-23%	119	101	-15%
BCOE	**866**	**797**	**-8%**	**801**	**740**	**-8%**	**1667**	**1537**	-8%

Handout from Marko on Undergraduate student applications and targets

	APPLICANT			
	Fall 2018 as of 1/19/18	Fall 2017 as of 1/19/17	# Diff	% Diff
TOTAL	60,861	45,313	15,548	34.3%
Bourns College of Engineering	11,739	8,662	3,077	35.5%
Freshmen	9,400	6,915	2,485	35.9%
Transfers	2,339	1,747	592	33.9%

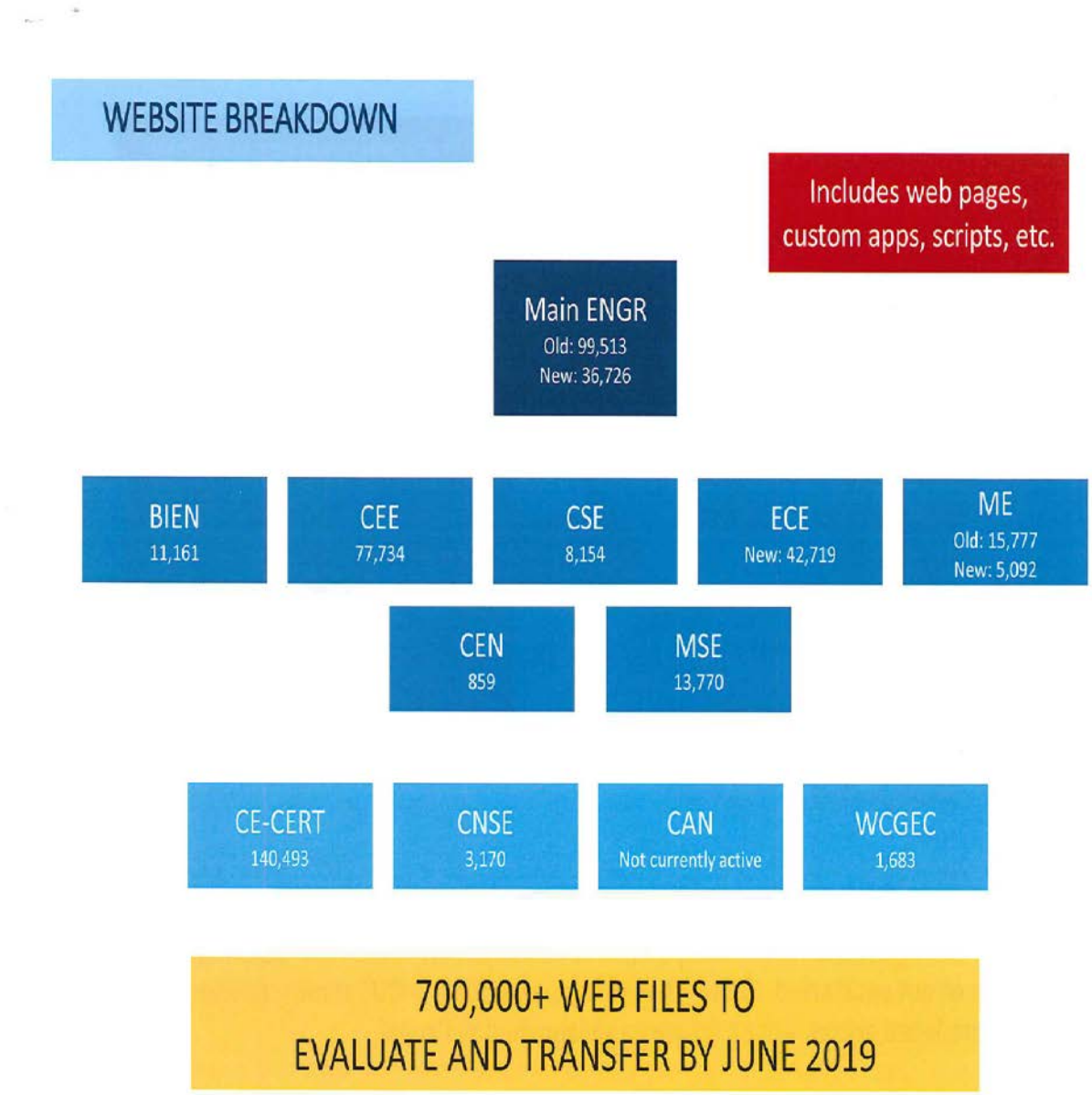
	CA Residents Freshmen	Transfers	Total
F_2017 BCOE Targets wish list	483	163	646
F_2017 BCOE Targets - adjusted	465	155	620
F_2017 BCOE Actuals*	440	203	643
F_2018 BCOE Targets	415	235	650
Updated Targets	420	235	655

Old UCR targets
Freshmen: 4350
Transfers: 1550

New UCOP Jan 16th:
Freshmen: 4380 (+30 difference from original)
Transfers: 1815 (+265 from original target)

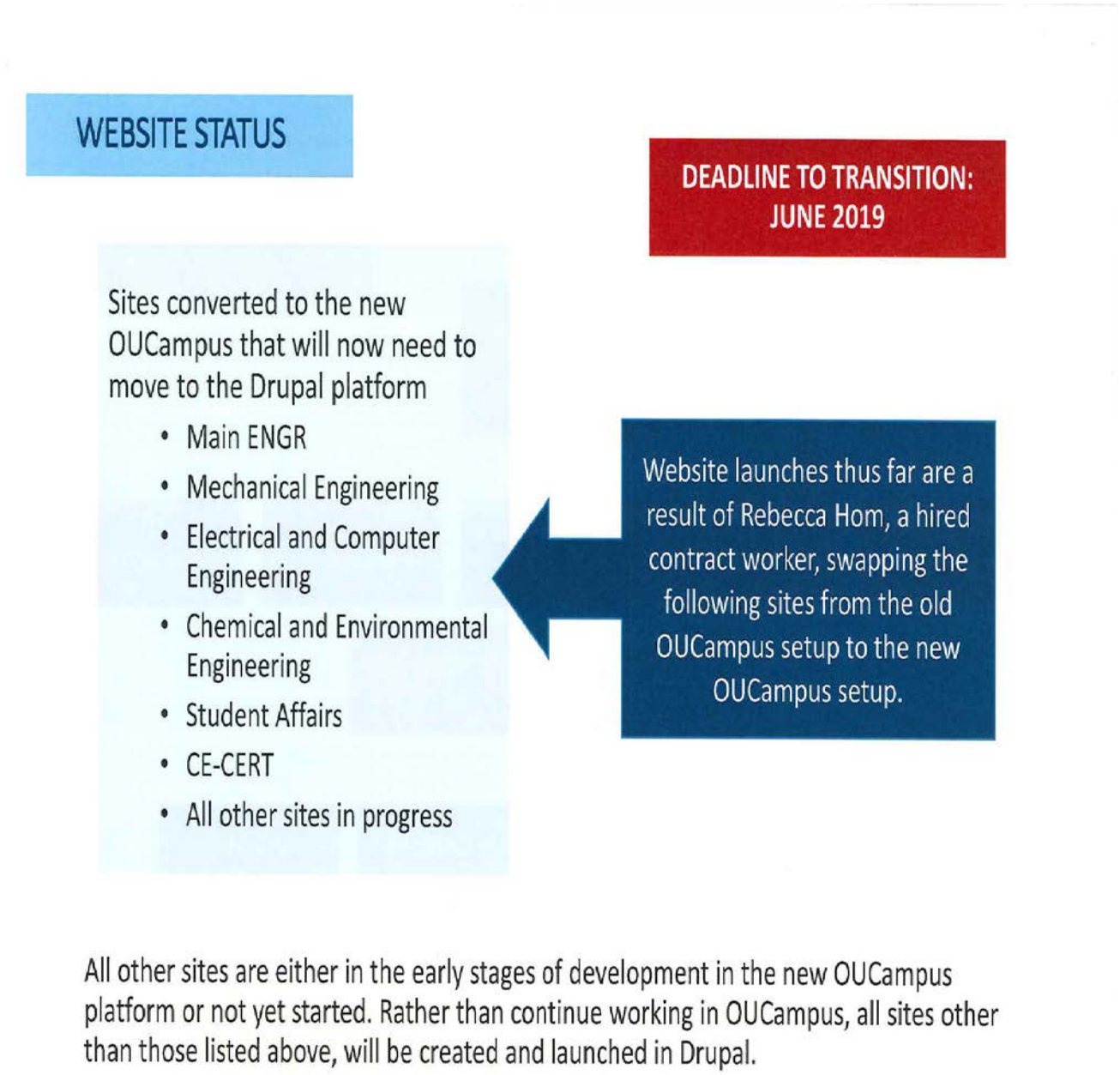
Program Targets	Freshmen	Transfers
BIEN	46	15
CEN	52	20
CHEN	50	40
CS	60	40
CSBA	20	5
ECE	75	25
ENVE	35	10
ME	50	50
MSE	27	10
Total program targets	415	215
difference from BCOE targets	-5	-20

Page one of handout from Angela and John on website conversion



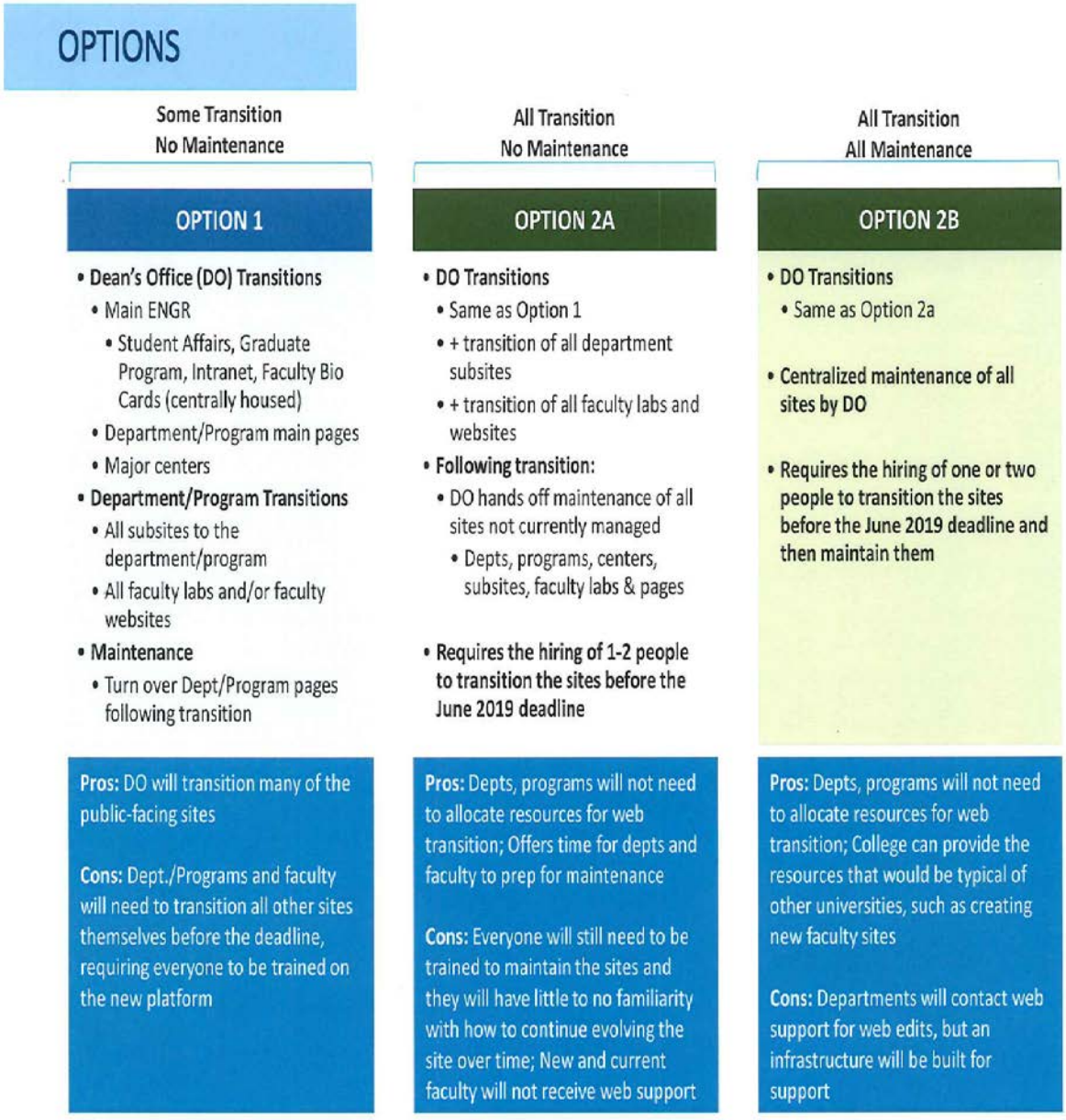
Page one of handout from Angela and John on website conversion

Page two of handout from Angela and John on website conversion



All other sites are either in the early stages of development in the new OUCampus platform or not yet started. Rather than continue working in OUCampus, all sites other than those listed above, will be created and launched in Drupal.

Page three of handout from Angela and John on website conversion



Page one of handout from the Career Center

UCR Career Center

UCR Marlan and Rosemary Bourns College of Engineering

BCOE / CAREER CENTER ASSOCIATE DEAN'S ANNUAL REPORT: 2016-2017

February 5, 2018

AGENDA

1. Career Center Introduction
2. Key Contacts
3. First Destinations Survey Results for Class of 2017
4. Counseling & Workshops
5. Events
6. Employer Development
7. Questions and Discussion

Page two of handout from the Career Center

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First Destinations Survey & Knowledge Rate (Class of 2017)

BCOE Undergraduate First Destination Data – Class of 2017

	BCOE Overall	BIO	CEE	CSE	Comp Eng	EE	MSE	ME
Total Class Size	516	76	109	90	42	62	14	123
Information Known	450	66	96	83	35	50	11	109
Knowledge Rate	87%	87%	88%	92%	83%	81%	79%	89%
Enrolled in a Graduate Program	53 (12%)	15 (23%)	13 (14%)	4 (5%)	2 (6%)	7 (14%)	0 (0%)	12 (11%)
Plan to Enroll in a Graduate Program within 12 Months	28 (6%)	3 (5%)	10 (10%)	2 (2%)	2 (6%)	7 (14%)	0 (0%)	4 (4%)
Employed (FT & PT)	158 (35%)	16 (24%)	27 (28%)	37 (45%)	15 (43%)	10 (20%)	6 (55%)	47 (43%)
Volunteer or Year of Service Program	1 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)	1 (1%)
Seeking Employment	202 (45%)	30 (45%)	46 (48%)	40 (48%)	15 (43%)	25 (50%)	4 (36%)	42 (39%)
Military	3 (1%)	0 (0%)	0 (0%)	0 (0%)	1 (3%)	0 (0%)	0 (0%)	2 (2%)
Not Seeking Employment	5 (1%)	2 (3%)	0 (0%)	0 (0%)	0 (0%)	1 (2)%	1 (9)	1 (1%)
Average Salary	$68,983 (43)	N/A*	N/A*	$85,083 (12)	N/A*	N/A*	N/A*	$65,011 (11)

Sample of Employers:
Amazon, Applied Medical, Deloitte, Infosys, Meggitt, NAVSEA, Northrop Grumman, Tata Consultancy

*Fewer than 10 students reported salaries

BCOE Graduate First Destination Data – Class of 2017 Masters & PhD combined

	BCOE Overall	BIO	CEE	CSE	Comp Eng	Eng MSOL	EE	MSE	ME
Total Class Size	264	38	25	51	19	36	52	16	27
Information Known	211	28	23	40	17	31	38	12	22
Knowledge Rate	80%	74%	92%	78%	89%	86%	73%	75%	81%
Enrolled in a Graduate Program	13 (6%)	2 (7%)	1 (4%)	4 (10%)	1 (6%)	1 (3%)	2 (5%)	0 (0%)	2 (9%)
Plan to Enroll in a Graduate Program within 12 Months	2 (1%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)	2 (5%)	0 (0%)	0 (0%)
Employed (FT & PT)	152 (72%)	13 (46%)	18 (78%)	29 (73%)	13 (76%)	29 (94%)	28 (74%)	8 (67%)	14 (64%)
Seeking Employment	41 (19%)	13 (46%)	4 (17%)	6 (15%)	2 (12%)	1 (3%)	6 (16%	3 (25%)	6 (27%)
Not Seeking Employment	3 (1%)	0 (0%)	0 (0%)	1 (3%)	1 (6%)	0 (0%)	0 (0%)	1 (8%)	0 (0%)
Average Salary	$84,893 (58)	N/A*	N/A*	$99,000 (17)	N/A*	$78,953 (17)	$77,090 (11)	N/A*	N/A*

Sample of Employers:
Amazon, ESRI, Facebook, Intel, Lockheed Martin, NAVSEA, Samsung, UC Riverside

*Fewer than 10 students reported salaries

Page three of handout from the Career Center

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Counseling & Workshops

Counseling/Drop-In Appointment BCOE Utilization, 2016-17 Academic Year

- 13% of all students served (476 students out of 3,531 students)
- Class Level:
  1st Year – 4, **2nd Year** – 45, **3rd Year** – 75, **Senior** – 216, **Masters** - 87, **PhD** – 45, **Alumni** – 4

Counseling/Drop-In Appointment Utilization, Fall 2017

- 15% of all students served (228 students out of 1,507 students)
- Class Level:
  1st Year – 9, **2nd Year** – 23, **3rd Year** – 48, **Senior** – 102, **Masters** - 30, **PhD** – 14, **Alumni** – 2

Workshops

Technical Job Search Series

• Technical Resume Writing & Interviewing	10/3/2016	38
• Technical Resume Writing & Interviewing "Featuring ESRI"	1/17/2017	73
• Technical Job Search & Networking	4/6/2017	6
• Technical Resume Writing & Interviewing	10/19/2017	14
• Technical Resume Writing & Interviewing, Feat: NAVSEA	1/16/2018	31

Job Discovery Series

• Career Panel & Networking for Mechanical & Electrical Engineering Majors	10/10/2016	38
• Career Panel & Networking for Chemical & Environmental Engineering Majors	2/16/2017	36
• Career Panel & Networking in the Technology Industry	5/2/2017	51
• Career Panel & Networking for Mechanical & Electrical Engineering Majors	10/17/2017	64

Special Requests

• Resume & Interview Skills, SHPE	11/23/16	10
• Job Search & Resume Writing, Elect. & Comp. Engineering Dept.	01/13/17	84
• Dining Etiquette, SHPE	2/4/2017	40
• LinkedIn, Society of Hispanic Engineers	4/26/2017	20
• STEM Career Transfer Event	9/1/2017	20
• Interview Skills, Bioengineering Mini-GS	11/29/2017	17
• Resume Writing and Interview Skills, SWE (x2)	10/10/2017	25
• Transfer Game Plan/Overview of CC_BCOE Transfer Transition Program	9/26/2017	95
• Student Leadership Workshop, CIA, Intuit, Lockheed Martin, Northrop Grumman, City Year, Raytheon, SCE, Aerospace Corp., Xerox, NASA JPL	8/12/2017	20

Student Advisory Board

- Spring 2017 - 3 BCOE students
- Winter 2017 - 6 BCOE students

Career Development Cohort Programs (BCOE Students Participating)

- **ASPIRE** (students with disabilities) – Testimonial
  https://www.youtube.com/watch?v=cjjRHcJbW8E
- **ORBITS** (first generation students) – 2 students (2017-18)
- **Internship Success Program** - 2 students 2017-18, 2 students (2016-17) transfer students
- **Get HIRED** (international students) - 9 students (2 Undergrads, 2 Masters & 5 PhDs) (2017-18)
- **Operation VETS** (student veterans) - 3 students (2017-18)
- **The Butterfly Project** (undocumented students) - 2 students (2017-18)

Page four of handout from the Career Center

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Events

Engineering & Technology Job Fair (January 18, 2018): 25 Organizations/362 Students

25 Organizations, including: Cal Poly State University; City of Los Angeles, Dept. of Public Works-LA Sanitation; City of Riverside; Compusource Corp.; County Sanitation Districts of LA County; Doka USA; Esri; GEICO; Glidewell; IMI CCI; Keck Graduate Institute; Kobelco Compressors America, Inc.; Los Angeles Department of Water and Power; Metropolitan Water District; Moebius Solutions; NSWC Corona; Pacific Railway Enterprises, Inc.; Pepsi Beverages Co; Royal Industrial Solutions; Sorenson Engineering, Inc.; U.S. Navy UCI Masters of CPS Program; United States Marine Corps; UPS; US Army Southern CA Recruiting Battalion.

Engineering and Technology Job Fair	Bourns	Business	CHASS	CNAS	Total
Female	70	9	4	10	93
Male	240	8	6	15	269
Total	310	17	10	25	362

Area of Study	Freshman	Sophomore	Junior	Senior	Graduate	Alumni	Total
Electrical Engineering			5	14	5		24
Engineering					2	1	3
Mechanical Engineering		3	15	53	7		78
Bioengineering	2			19	1	1	23
Chemical Engineering	1	4	7	35			47
Computer Engineering		2	3	11	13		29
Computer Science/Bus Applications			1	2			3
Computer Science Engineering		7	20	41	21	1	90
Business Informatics			1	1			2
Chemical and Environmental Engr.					2		2
Material Science and Engineering				3	6		9
Total	3	16	52	179	57	3	310

STEM Job Fair (October 24, 2017): 40 Organizations/714 Students

40 Organizations, including: AeroVironment; Alliant Technologies; American Handforge/Summit Machine PCC; Applied Medical Resources; Ashworth Leininger Group; ATI Windows; Cal Poly State University; CA Department of Justice; CA Department of Pesticide Regulation; CA State Air Resources Board; CA Steel Industries, Inc. CEMEX, Consolidated Electrical Distributors (CED); Deloitte; DownUnder GeoSolutions; Emerson; eQ Technologic; Esri; GEICO; Google; K-VAC Environmental Services, Inc.; Keck Graduate Institute; Los Angeles City Department of Water and Power; Metron, Inc. OSIsoft, LLC; Sears Holdings; Southern Cal Edison; SSC Pacific; Tata Consultancy Services; U.S. Navy; UCPath Center; UCR Bourns College of Engineering; United Parcel Services (UPS); United States Marine Corps; USDA-ARS-US Salinity Laboratory Weil Cornell Graduate Scholl of Medical Sciences; Yorke Engineering, LLC; Yucaipa Valley Water District and Zodiac Inflight Innovations.

Science, Technology, Engineering and Math Job Fair	Bourns	Business	CHASS	CNAS	Other	Total
Female	109	18	17	54		198
Male	402	18	14	72	2	508
Total	511	36	31	126	2	706

Area of Study	Freshman	Sophomore	Junior	Senior	Graduate	Alumni	Total
Electrical Engineering	1	3	7	42	19	1	73
Engineering					1		1
Environmental Engineering		1	1	8		1	11
Mechanical Engineering		3	13	44	18	2	80
Bioengineering	1	1	3	36	6		47
Chemical Engineering	3	1	3	41			48
Computer Engineering	1	5	10	25	23	3	64
Computer Science/Bus Applications			1	4			5
Computer Science Engineering	5	14	27	59	53		158
Chemical and Environmental Engineering					6		6
Material Science and Engineering				5	10		15
Total	11	28	65	264	136	7	511

LINKUP

- Institute of Electronics and Electrical Engineers (IEEE)
- Society of Hispanic Professional Engineers (SHPE)
- Society of Women Engineers (SWE)
- Association for Women in Science (AWIS)

Page five of handout from the Career Center

UCR Career Center

UCR Marlan and Rosemary Bourns College of Engineering

How Employers Choose Target Schools

NACE (National Association of Colleges and Employers), provides recommendations for employers to better measure the ROI of university recruiting efforts. Following best practices, employers develop a system or process that rates each school on key objective factors which include: "previous hiring success; availability of targeted degree levels and majors; unique curriculum specifics, student demographics, school location, graduation rates, graduation volume, and the relationship with career services/faculty/student organizations among other items". For sustained relationships another layer involves: quality of interviews, actual offers, acceptance rates, and retention of hired candidate –time with company and promotion rates.

While much more complex employer engagement is involved, the Employer Relations team at the UCR Career Center, can simply be summarized in three overarching segments:



Existing Relationships – Maintain and continue to strengthen. UCR may be a Tier I, Tier II or Tier III school. We measure by repeat engagement and levels of engagement. Examples include:

Google	Southern California Edison	AeroVironment
LADWP	ESRI	California Steel
Sorenson Engineering	CIA	Deloitte Consulting

Reactive / Employer Seeking UCR (Incoming) – These may be: incoming calls, incoming email, referrals, requests to connect with our students, simple job postings, etc. In turn, we react and strive to build a good reputation, a lasting impression and results that will move UCR to a Tier I, Tier II or Tier III School. Examples include:

ExxonMobil	Edwards Lifesciences	DownUnder GeoSolutions
NVIDIA	TTX Company	Zynga

Proactive / Intentional Outreach (Outgoing) – These are intentional campaigns to reach out to select employers via: direct solicitation engagement (emails, calls, and visits with employers that have medium to large needs in university recruiting); Intentional attendance at events that will yield connections (Example: URx Conference, NACE,...); Strategic partnerships/collaboration with key stakeholders (alumni, colleges, faculty, research)

KIA Motors	Twitter	NetApp
Airbnb	Lyft	Pixar
Northrop Grumman	Dolby	Johnson & Johnson / Abbott Medical

2018 Goal: "Intentional" outreach. How can we partner and collaborate with BCoE to identify a small number (example: 10) employers that make strategic sense based on majors, research expertise, existing collaborations, etc., so that joint efforts can yield the biggest results.