Chairs' and Program Directors Meeting Minutes

Date: March 12, 2018
Location: Winston Chung Hall – Room 443
Attendees:

Guillermo Aguilar
Marek Chrobak
Jay Farrell
Xiaoping Hu
Marko Princevac
Alissa Rackstraw (for Pat Hartney)
Amit Roy Chowdhury (for Ilya Dumer)
Sharon Walker
Charlie Wyman

Absent:

Ilya Dumer
Patrick Hartney
Ashok Mulchandani
Walid Najjar
Chinya Ravishankar
Kambiz Vafai (absent due to class schedule conflict)
Jun Wang

1. **Welcome – Sharon**
   Sharon thanked everyone for attending and noted that it should be a quick meeting as she knew some attendees had other meetings they needed to get to. No items were added to the agenda.

2. **Approval of Minutes from February 23, 2018 meeting – Sharon**
   The minutes of the February 23, 2018 meeting were unanimously approved after updates were noted by Amit and Jay on the ECE departmental update section. Updates will be completed by Alissa prior to minutes being posted.

3. **Academic Personnel Matters – Jay**
   Merit and Promo files are almost complete. Sharon requested that departments coordinate with her and Jay on all candidate visits and she also requested that the committee chairs talk with her about candidates before they vote. She doesn't want to tell them how to vote or sway them, but she does want to provide her feedback prior to voting in case there is a big discrepancy between the Dean's Office thoughts and the department/committee. Jay is to be the primary contact for all IC package discussions for potential new hires.

4. **Graduate Education – Ravi**
   Ravi was absent so no updated was provided.

5. **Undergraduate Education - Marko**

Marko noted that even though we increased our acceptance standards, we still have 400 more accepted applicants than last year. We had 2,900 total acceptances. Marko stated that we are still pushing to increase transfers and he noted that transfers tend to have a slightly higher GPA than our average.

Marko stated that he is working on a summer program with local community colleges where the students can come here over the summer and receive credit at their school for the experience here.

Marko also noted that our ABET request was accepted and a review team will be formed sometime in mid-April. Mo has been sending in comments to Marko on the self-studies so updates/revisions can be made. CEE has been getting good comments from Mo. We have until July 1st to complete all of the self-studies.

Marko commented that he is still in talks with the School of Business regarding the BS + MBA plan he discussed in February. Originally the School of Business said the BS students 4th year Sr. Design class would count as credit towards the MBA, but now they are saying they want the students to take additional courses in their 4th year and Marko believes that would be too heavy of a workload, so further discussion is needed.

Marko noted that he gave a presentation this past Saturday for the UCR Discovery Day for recently admitted students and he had a full room.

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

Sharon requested that all chairs encourage their faculty, staff, and students to attend the Dean Search Vision Seminars in 205/206 as they are announced. She noted that it is fine to lock the office for the hour so everyone can attend and she encourages everyone to provide feedback.

Sharon noted that it was requested by the Provost that changes in leadership positions (chairs/directors) not be discussed with the Dean candidates. She wants the new Dean to be able to come here and then be involved in making any new appointments.

Sharon also noted that the masters' graduation is going back to the Campus group graduation on Monday, but we will still have our separate PhD graduation on Saturday.

7. **Department/Center Updates**

ME: Guillermo stated that ME has completed their searches and is beginning to work on offers and IC packages.

ECE: Amit noted that Roger Lake is running the Computational cluster search and the interviews will be completed soon. Alex Balandin is running the Phonon cluster search and those interviews will be starting on 3/13. He also noted that an LSOE search and a faculty search to replace Qi Zhu are in the beginning phases and the ads should be out in the Spring quarter. He also noted that new hire Samet Oymak, who was a Data Science cluster hire started last month.

CEE: Charlie noted that the Air candidate has been selected and he should be sending a list of wants/needs for his IC package soon. He also noted that the Water search has three good candidates.

BIEN: Xiaoping stated that five candidates have been interviewed and the committee is ready to move forward with discussing final choice and offer. He also noted that they have interviewed three cluster hire candidates as well.

CSE: Marek noted that they put out two LSOE offers. One has already accepted and the other stated verbally that they were going to accept. He also noted that they received a Data Science gift for $300-$400k that will help pay for a program related to courses in Data Science.

8. **Additional Items**
   Sharon noted that it is okay to make allowances on searches and interviews for candidates with extenuating circumstances. In some cases, it may be a legal issue to do so and in other cases, it might be the best thing to do to keep a good candidate interested.

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Agenda

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1.	**Welcome**	**Sharon**
2.	**Approval of Minutes from February 23, 2018 Meeting**	
3.	**Academic Personnel Matters**	**Jay**
4.	**Graduate Education**	**Ravi**
5.	**Undergraduate Education**	**Marko**
6.	**Dean's Updates**	**Sharon**
7.	**Department Updates**	**Chairs**
8.	**Additional Topics**	