Marlan and Rosemary Bourns College of Engineering

AGENDA

Chairs' & Leadership Meeting –March 3rd, 2025

1) Dean Updates

- Feedback from program external reviewers:
  The discussion will be delayed for a few more months. There is concern regarding the current process.

2) Updates Assoc Dean Undergrad (Liu)

- Key feedback: Provide academic justification (relevant for ABET degree requirement).
  ABET has requested an established process for course substitutions.
  When working with your academic advisor, they need to provide justification for course substitutions (e.g., Bio20 can substitute for Bio5 because of [REASON] – ex. Bio5 touches on this and this portion of Bio20).
    - Unanimous votes in favor of faculty team member being responsible to assess the substitution to assess the ABET requirement
- UG Admission
    - Do not panic regarding data projected for your IR model as it is too early to use at this stage
    - ME pool was better this year

3) Update from Assoc Dean Research and Grad (Barth)

- Latest grad student recruitment statistics

Ph.D. Program	F25 target fellowship quarters	target offers to be made	GD offers made as of 2025.03.04	offers accepted as of 2025.03.04
BIEN	23	24	11	5
CEE	43	35	25	9
CSE	88	76	34	7
ECE	53	55	15	2
ME	33	19	14	4
MSE	13	10	7	1
total	253	219	106	28

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MS Program	Applications	Offers as of 2025.03.04	accepts as of 2025.03.04
BioEngineering BS/MS	0		
Bioengineering	35	13	1
Chemical Environmental BS/MS	3	3	1
Chemical Environmental	20	13	2
Computer Engineering	37		
Computer Engineering BS/MS	0		
Data Science	61	31	3
Computer Science	312		
Computer Science BS/MS	5	3	1
Electrical Engineering BS/MS	0		
Electrical Engineering	104	31	4
Robotics	63	36	7
Mechanical Engineering BS/MS	0		
Mechanical Engineering	33	9	1
Material Science & Engineering	12	7	4
MSOL	6	6	4
TOTAL	691	152	28

- Graduate Student Recruitment:
    - PhD applications up 35%. We are halfway to our target.
    - Master's applications are down by 35%.
    - Department-specific numbers (CES and EE may be combined).
    - For Master's programs, consider hosting a virtual open house for admitted students to increase yield.
- GradSlam:
    - Tuesday, March 11, 9-11 AM.
        - 5 students participating, please support.
        - STEM Semi-Finals: Two from CS.
        - If students do not meet UCOP's requirements, they will be disqualified.
        - If present, you can vote (judge and audience votes).

4) Updates from Assoc Dean AP (Gupta)

- For recommendation letters, the following language should be included as a footnote "The following recommendation represents my personal perspective working with [name] and does not represent the viewpoints of UC Riverside or the University of California system."

5) Updates from Chair of Faculty (Rodgers)

- No update

6) Updates from Equity Advisor (Eldawy)

- No update

7) Updates from Asst Dean Finance/Admin (Rackstraw)

- No update

8) Updates from Asst Dean Development (Rabb)

- The Gala is coming up
    - Dean Lynch will secure a table and will invite alumni
- Give day
    - Event is complete; final results to come

9) Updates from Asst Dean Strategic Initiatives and Marketing (Sanford)

- Department Newsletters
    - Consistent messaging is needed
    - Operational plan
        - Email to go out every other month for 10 months. Departments will be combined.
            - For example, Chemical, enviro, MSE – September
            - CS and BioEngingeering – October
    - Research, awards, data science (if ABET approved) that would be featured
- Important Dates:
    - 4/12/25: Highlander Day
        - Want to showcase the labs open to undergrad students
        - Senior design team to showcase some projects
            - EcoCar is moving and available
    - 5/03/25: Transfer Day

10) Updates for Safety and Facilities (Cheung & Ambriz)

- Teaching Lab Guidelines:
    - New processes for safety will be posted on the intranet and Canvas, including a quiz to ensure proper review and understanding.
    - Departments will manage risk assessments.
    - TA's will need additional training and checklists, to be housed in departmental sites.

11) Systems/IT Updates (Gregory)

- R'Mail migration and Security Agents deployments.
- April 1: to start getting plan out to departments to migrate over everyone to Gmail
- Are we closing exchange server?
    - By May 20, will only be available if you are on BCOE or Network/Campus VPN. Won't be available on your phone. Limited access

12) Chairs

- BIEN (Hu)
- CEE (Cocker)
- CEN (Kim)
- CSE (Shelton)
- DS (Tsotras)
- ECE (Tuncel)
- ME (Xu)
- MSE (Guo)
- MSOL (Vafai)
- Robotics (Roy-Chowdhury)