**MINUTES**
**EXECUTIVE COMMITTEE**
**Bourns College of Engineering**
**October 17, 2007 1:30 P.M.**
**A171 Bourns Hall**

**Attending:** Frank Vahid, Chair
Bahman Anvari
Yingbo Hua
Stefano Lonardi
Tom Stahovich
Charles Wyman

Dean Reza Abbaschian, *ex officio*
Associate Dean Chinya Ravishankar, *ex officio*

Rod Smith

**Guests:** Mart Molle and Tom Payne, Computer Science & Engineering Department

**Absent:** David Cocker
Ertem Tuncel
Associate Dean Mark Matsumoto, *ex officio*

**Approval of the Minutes**

The minutes for the meeting of June 5, 2007 and the special meeting held on June 12, 2007 were approved by acclamation.

**Announcements**

**A. Dean**

**Reza Abbaschian**
--This year will be a busy year for the Executive Committee with many curriculum changes.
--Last year, the departments were given graduate student funding to use however they would like. This was an experimental mix of cohort funding (funding allocated for one particular graduate student to be used through out the year, and whatever was not used, is retained) and a block model. With the departments managing their own graduate student funding, Graduate student enrollment increased.
It has been recommended by the Academic Senate that cohort funding be retained. BCOE was not represented on the ad-hoc committee.
--The Dean acknowledged the student affairs office staff for doing an excellent job with the recruitment, advising, and graduating of students within the college. The student affairs office is commended for taking ownership of this. It was suggested that the Chair send a message to the student affairs office staff on behalf of the college executive committee expressing their appreciation for the hard work and dedication the student affairs office has demonstrated with the organization of the orientation event, as well as with other ongoing advising and activities that have been developed for the college and the students.

**B. Associate Deans**

**Chinya Ravishankar**
--Enrollment numbers this year match the enrollment numbers from last year, however transfer numbers are lower. Overall the numbers are good considering UCLA increased their enrollment numbers.
--Brochures have been sent to six different institutions/colleges that state what courses should be taken at their school in order to transfer here. There is a different version for each of the six specific schools.
--The transfer agreement between BCOE and Concordia is still pending. Concordia's various courses do not match the courses here exactly. Based on this, it looks like the students that

attend UCR under this agreement could spend three or more years here. Ravi will continue to work with Concordia to see how it will work out.

--Terri Phonharath is now working in the student affairs office as the freshman advisor. The workload in the student affairs office should hopefully decrease.

**C. Chair**

**Frank Vahid**

--Pending issues for last year:

Undergraduate Research Proposal
MOU with Concordia (addressed by Ravi)
Course EE 156 (to be completed by Gerardo Beni and Paulo Chagas)
Conversion Factor
Course Proposal Procedures (on this meeting's agenda)

--The Academic Senate is putting an E-File ad hoc committee together. They have asked the Executive Committee to recommend a faculty member who might be willing to serve on the ad hoc committee as a representative from BCOE. The Committee suggested either Walid Najjar or Victor Rodgers. The Chair will contact these individuals to see if one of them would be willing to serve. The Committee emphasized the importance that there must be a smooth transition from transferring information from ARS to E-File.

**Action Items**

1. **Campus Enrollment Planning Meeting**

- The campus budget is tied to student FTE. The campus decided to hold a retreat to plan a projected enrollment through 2020. The plan included projected enrollments for Freshman, Transfer, and Graduate Students. There would need to be three undergraduate students for every graduate student in order to align with the other UC's. Graduate student numbers will have to increase by about 4,000. The numbers for undergraduate students will have to increase by about 13,000

An increase in numbers on campus can be driven by the proposed schools in Medicine, Public Policy, Education, Business, etc.

An increase in numbers in our college can be driven by the newly established Materials Program, proposed BS/MS program in each of the departments, future programs in Civil Engineering and Construction Management, and professional master's degree (surveys have gone out to the departments regarding areas to focus on).

The Dean emphasized that the campus will need to tie student growth with faculty and facility growth as well.

2. **Changing the Campus Course Proposal Deadline Dates**

-As discussed at previous Executive Committee meetings, it is extremely burdensome on the faculty to have to submit course proposals for the upcoming year in December. The issue had been brought up to the Committee on Courses, but there has been no further action. It was suggested that an Executive Committee member work with the BCOE Committee on Courses representative to address the issues of an early submission date and cumbersome approval process. It was decided that Bahman Anvari would be the Executive Committee member to contact the BCOE Committee on Courses representative.

3. **Implementation of Policies to Increase Student Recruitment**

-It was explained that the BS/MS program proposal is a good example of an implemented policy that could help to increase student recruitment. A suggestion was made that the ability for a student to change their major freely might increase recruitment. Currently, the Student Academic Affairs office sends to every admitted student a formal certification for a career choice guarantee. It gives students the ability to admit into the major of their choice. If the student decides that they would like to change their major, the Student Academic Affairs office will help them do so (there is fine print that they will not be able to do so during the 5$^{th}$ year). Major changing is fine so long as the student does not exceed unit limits.

Another suggestion based on student response is AP credit. Most often students take AP courses in high school, but do not learn that they did not get complete credit for the entire course until they attend UCR. It might be beneficial to point this out to students, or guarantee that their AP credit will transfer. It was mentioned that in some cases, the AP tests do not help the students in the future courses. They are not receiving the same foundation as those that complete the course. Those that score less on the AP exams might not be at the best place to move on to the next course. The higher the score on the exam, maybe the more adapt to move on.
It was explained that the lack of information given to the students regarding their AP credit is due to a disconnect between their school and UCR. The high schools needed to be informed of our requirements and what we accommodate. Ravi mentioned that there is not a guarantee that a policy can be implemented regarding AP credit, but can look into it. The Executive Committee decided that the first step is for Rod Smith in the Student Academic Affairs office to determine exactly which courses are most problematic for students regarding their AP credit and will report back at the next meeting.
It was suggested that the Executive Committee continue to think of policies at the college level and if the departments are on board, can be implemented to increase student recruitment.
One area the committee might focus on is transfer students. Transfers are FTE for the College. It might be possible to conduct a course by course articulation to see how well transfer students know the material. It was suggested that IGETC might help, but the engineering curriculum does not sync well with it.

**4. Combined BS/MS Program Proposals for the Chemical and Environmental Engineering, Computer Science and Engineering, and Mechanical Engineering Departments**

- The combined BS/MS program proposal was previously approved by the Executive Committee and the college faculty as a proposal covering each department within the College. The Senate has asked that the proposal be reproduced as separate program proposals for each department. The Chemical and Environmental Engineering, Computer Science and Engineering, and Mechanical Engineering departments have reviewed and approved their department BS/MS program proposals.

The Executive Committee was unanimously in favor of approving the BS/MS program proposals for the Chemical and Environmental Engineering, Computer Science and Engineering, and Mechanical Engineering departments. The program proposals will be forwarded to the college faculty for review.

5. **Courses**

- Change to BIEN 155

The Executive Committee returned the course to the department for clarification. Since BCH 102 was proposed to be removed as a prerequisite by the Bioengineering department, the Committee has asked that the department provide a list of prerequisites for BIEN 155 to be used in its place. The Executive Committee will review the course via email once it is returned.

- Changes to CS 010 and EE 140

The Executive Committee unanimously approved changes to CS 010 and EE 140. The courses will be forwarded to Committee on Courses for review.

- Proposed CS 030

The Computer Science and Engineering department has restructured this course so that it will no longer conflict with ME 001C and ME 018. The restructured course was unanimously approved by the Executive Committee contingent upon the changes being made in CRAMS. Once the changes are received, the course will be forwarded to Committee on Courses for review.

*Note: Tom Stahovich's recollection regarding the discussion of CS 030 is different from what was recorded in the minutes.*

**6. 2006-2007 Executive Committee Annual Report**

- The Executive Committee members received a copy of 2006-2007 annual report. The annual report will be forwarded to the Academic Senate office to be presented at the November 20, 2007 Academic Senate meeting.

**7. 2007-2008 Conflict of Interest Statement**

- The 2007-2008 Conflict of Interest statement was read to the Executive Committee members. It was unanimously approved and forwarded to the Academic Senate office.

8. **Appointment of Secretary/Parliamentarian**
   - The Executive Committee unanimously approved David Cocker to serve as Secretary/Parliamentarian for the 2007-2008 academic year.

9. **Candidates for Student Representative**
   -This year there are two senators from the College of Engineering on the ASUCR Board. Deep Shah was nominated and unanimously approved to serve as the student representative on the BCOE Executive Committee. Deep Shah will be notified of the nomination.

10. **The next Executive Committee meeting will be held on November 28, 2007 at 1:30pm, location to be determined.**

The meeting was adjourned at 3:05 p.m.