Executive Committee Minutes
October 9, 2017 – 10 am
Winston Chung Hall - 443

Attendees
Tom Stahovich, Chair
Dimitrios Morikis, BIEN
Vagelis Hristidis, Member at Large
Lorenzo Mangolini, ME
Philip Brisk, CSE
Sharon Walker, Interim Dean, Ex Officio
Chinya Ravishankar, Associate Dean, Ex Officio
Marko Princevac, Interim Associate Dean, Ex Officio
Xin Ge, CEE

Others Present
Rod Smith, Student Affairs Manager
Terri Phonharath, Student Advisor
Eilene Montoya, Staff Liaison
Alissa Rackstraw, Budget and Finance Analyst
Roger Lake, for Amit Roy Chowdhury

Absent
Amit Roy Chowdhury, ECE

1. **Call to Order, Welcome & Introductions**
   - Minutes from June 1, 2017 meeting **- approved**

2. **Conflict of Interest Statement - review/discuss/motion - approved**
   - Request from Senate
   - Drafted memo for 2017-18

3. **Announcements**
   - Chair
     - We have scheduled an additional meeting on October 26 as we may not complete all the items on the agenda today
     - We have received feedback that some of the meeting dates conflict with department meetings and/or teaching schedules. We will send out a request to solicit everyone's time that they are NOT available
   - Dean
     - See PPT provided that covered the following:
       1. New hires & where they are coming from
       2. Rationale for New Associate Dean Role – our faculty count has grown tremendously. Our body count vs. FTE are different. We are at 122 at this time which is a 37% increase over the past 5 years. 7% just in the past year alone.
          - With the growth of our college, it was critical to put measures into place to support faculty members.
          - This position was supported by senior administrators @ UCR
          - Works with Dean to Read & Evaluate Files; Provide text

- Asso. Dean Acad. Personnel has no decision authority; this position is more of a facilitator role.
- We needed someone who is an expert with AP matters beyond that of a staff role (i.e., CPSU director & staff)
- Will be an advocate of the college and provide guidance for New Dean. For example the initial deadline for merit files for this year's cycle was to have ½ completed by November – that is an unrealistic timeframe. With the ADAP in place we were able to modify the deadline.
- *As a side note, CAP normally has 3 members cycle off each year; this year 6 will be leaving and thus leaving a greater number of folks new to the review process*
- ROGER: who does CPSU staff report to? Answer (Sharon): Supervisory role is currently Pat
- TOM: what % of appointment is this role? Answer (Sharon): 50%. it is equivalent as the other two Associate Dean in existence.
- TOM: How will this position make it easier for you? Answer (Sharon): There is more steps than just writing letters. This person will provide guidance on compliance with policy. This position will allow us to review files in a timely way and allow us to put forward our faculty in the most competitive way. Per Marko: Jay's role is more than just dealing with merit files, but also doing professional development activities. It is important for our exec committee members here to communicate this to their respective junior faculty colleagues
- TOM: What is the role of this position for hiring? Answer (Sharon): Coordination. With Path going on line the existing CPSU staff bandwith is just not sufficient. The ADAP has been key in ensuring that our interests were addressed properly in the upcoming cluster searches.
- TOM: Our department received notification that the ADAP approved a new line. Answer (Sharon): that was worded incorrectly – the approval actually came from the Provost. Moving forward with the new budget model, faculty appointments are at the Dean's discretion. However, she is working with the Provosts and receiving her approval on hiring this year as we are trying to retain some "lines" for the Provost to offer in negotiation for the new Dean hire.

3. During her role as Interim Dean, she has not changed the budget process. Currently the college has 14 FTE reserved for paying lecturers.
   - There are standard "replacement" hires; IC is paid at 60 college and 40 campus in $$$. Sharon is currently in negotiation with the Provost as CNAS is 70:30 so they don't pay as much. Per Ravi, CNAS has a lower teaching load thus even more reason to negotiate this so that it becomes equitable between colleges.
   - For the past two cycles, clusters and LSOEs IC are paid by campus
   - Costs for running searches for our College are paid for by our College.

- Associate Deans – no information was shared as time ran out

4. **Course changes/additions/deletions -** *courses highlighted in yellow have term effective dates of Winter 2018*
   - BIEN 115 (change) – returned to department for clarification

- CEE 200 (change) - approved
- CEE 202 (change) - approved
- CEE 204 (change) - approved
- CEE 206 (change) - approved
- CEE 222 (new) - approved
- CEE 238A (new) – returned for clarification as the issue for why there is no clear reason why the numbering for this course is as a series yet the courses are not structured as a series. They are actually very similar so there is no distinction as to what the true difference is with each one.
- CEE 238B (new) – returned for clarification as the issue for why there is no clear reason why the numbering for this course is as a series yet the courses are not structured as a series. They are actually very similar so there is no distinction as to what the true difference is with each one.
- CEE 238C (new) – returned for clarification as the issue for why there is no clear reason why the numbering for this course is as a series yet the courses are not structured as a series. They are actually very similar so there is no distinction as to what the true difference is with each one.
- CHE 124 (change) – approved on the condition that justification is shortened to avoid confusion.
- CHE 124L (change) – approved on the condition that justification is shortened and also clearly note that course may be taken concurrently with CHE 124
- CS 254 (new)
- EE118 (new) - approved
- ME 110 (change)
- ME 134 (new) – returned as this course has not been approved/reviewed by ME department
- MSE 134 (new) – approved on the condition that cross-listed notation is removed
- MSE 239A (new) – returned until numbering issue is addressed. The cross listed courses are different numbers.

5. **Program Changes - None**
6. **New Topics/Items**

Meeting adjourned 11:55 am