February 21, 2014

To: Division Officers:
Jennifer Hughes (History), Vice Chair
Piotr Gorecki (History), Secretary/Parliamentarian
Bahram Mobasher (Physics & Astronomy), Senior Assembly Representative
Ilhem Messaoudi Powers (SOM), Junior Assembly Representative

Standing Committee Chairs:
Mike Allen (Plant Pathology & Microbiology), Research (COR)
James Baldwin (Nematology), Physical Resources Planning (PRP)
Kenneth Barish (Physics), Planning and Budget (P&B)
Lynda Bell (History), Graduate Council (GC)
Ward Beyermann (Physics & Astronomy), Educational Policy (CEP)
Lucille Chia (History), Library, Information Technology & Scholarly Comm
Kathryn DeFea (Biomed), Undergraduate Admissions (UAC)
Erica Edwards (English), CHASS Executive Committee
George Haggerty (English), Academic Personnel (CAP)
Mariam Lam (Comparative Literature & Foreign Languages), Committees (COC)
John Levin (GSOE), GSOE Executive Committee
Barry Mishra (SOBA), SOBA Executive Committee
Eugene Nothnagel (Botany & Plant Sciences), Preparatory Education (PRP)
Akula Venkatram (Mechanical Engineering), BCOE Executive Committee
Ameae Walker (School of Medicine), SOM Executive Committee
Georgia Warnke (Political Science), Faculty Welfare (FW)
Gillian Wilson (Physics & Astronomy), CNAS Executive Committee
Zhenbiao Yang (Botany & Plant Sciences), Diversity & Equal Opportunity (CODEO)

Fr: Jose Wudka, Chair
Riverside Division

RE: Executive Council Agenda ~ February 24, 2014

This is to confirm the meeting of the Executive Council on Monday, February 24, 2014 at 1:00 p.m. to 3:00 p.m. in the University Office Building Room 220.
## Agenda

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<td>B. Approve Draft Minutes of February 10, 2013</td>
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<td>A. Department of Electrical Engineering to Department of Electrical and Computer Engineering</td>
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<td>B. Department of Theatre to the Department of Theatre, Film and Visual Production</td>
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<td>C. Department of Women’s Studies to the Department of Gender and Sexualities Studies</td>
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Executive Council Meeting Minutes
February 10, 2014

Present:
Division Officers:
Ilhem Messaoudi Powers, Jr Assembly Rep Jose Wudka, Division Chair

Standing Committee Chairs:
Kenneth Barish, Planning & Budget Lynda Bell, Graduate Council
Ward Beyermann, Educational Policy Kathryn DeFea, Undergraduate Admissions
Erica Edwards, CHASS Exec Committee Mariam Lam, Committees
John Levin, GSOE Exec Committee Barry Mishra, SOBA Exec Committee
Eugene Nothnagel, Preparatory Education Akula Venkatram, BCOE Exec Committee
Amea Walker, SOM Exec Committee Georgia Warnke, Faculty Welfare
Zhenbiao Yang, Diversity & Equal Opportunity

Absent:
James Baldwin, Physical Resource Planning Piotr Gorecki, Secretary/Parliamentarian
George Haggerty, Academic Personnel Jennifer Hughes, Vice Chair
Bahram Mobasher, Sr Assembly Rep Gillian Wilson, CNAS Exec Committee

APPROVAL OF EXECUTIVE COUNCIL AGENDA AND MINUTES:
The agenda for February 10 and the minutes from January 13 were approved as written.

REVIEW OF PROPOSED CHANGES TO THE BYLAWS OF THE SCHOOL OF MEDICINE
There were a series of changes proposed by the School of Medicine, the most significant of them being a clarification of the School’s policy to allow advisory votes for non-senate faculty in as many areas as possible. After discussion, the Executive Council had nominal grammatical suggestions. The bylaw is noted as received by Executive Council and will be forwarded for inclusion in the next Division agenda.

SYSTEMWIDE REVIEW OF PROPOSED CHANGES TO APM 025, 670 AND 671
Executive Council discussed the proposed APM changes and support the recommendations made by the reviewing committees. Specifically, the School of Medicine suggested that the discussion surrounding the $40,000 earning threshold be clarified. On pg. 4 of the introductory material the fourth bullet point refers the 'first' $40,000 earned, and it is unclear whether this refers also to the $40,000 on bullet point 2, or to subsequent earnings. In addition, the Committee on Research suggests that further details be provided on how APM025 affect employees in the Professional Research series. Similar clarifications are needed for students working under an SBIR (small business innovation research) and STTR (small business technology transfer) grants.

REVIEW OF PROPOSED CHANGES TO THE BYLAWS OF THE COMMITTEE ON PLANNING AND BUDGET
The proposed change broadens the perspective of the members by allowing participation of junior faculty and increases the likelihood of participation by the smaller departments, schools and colleges who may not have enough tenured faculty to accommodate all Senate committees. The bylaw is noted as received by Executive Council and will be forwarded for inclusion in the next Division agenda.

REVIEW OF PROPOSED CHANGES TO THE BYLWAS OF THE COMMITTEE ON INTERNATIONAL EDUCATION
The Committee on International Education submits a bylaw revision to reflect the change to the name of the International Student Resource Center and to clarify the role of administrative representatives and non-voting ex officio members. The bylaw is noted as received by Executive Council and will be forwarded for inclusion in the next Division agenda.

REVIEW OF CHANGES TO UCR’S IMPLEMENTATION OF THE HEALTH SCIENCES COMPENSATION PLAN
In fall 2011, UCR’s School of Medicine received conditional approval to implement the Health Sciences Compensation Plan. The provision was that the plan be modified to bring it to compliance with the newly revised APM 670. The HSC Plan and Committee responses were received and endorsed by the Executive Council for forwarding to David Bocian, Vice Provost for Academic Personnel.

REVIEW OF PROPOSED CHANGES TO THE BYLWAS OF THE COMMITTEE ON ACADEMIC PERSONNEL
CAP revised its bylaws to formalize the practice of using Shadow CAP. The bylaw is noted as received by Executive Council and will be forwarded for inclusion in the next Division agenda.

SYSTEMWIDE REVIEW OF THE PROPOSED POLICY ON PROFESSIONAL DEGREE SUPPLEMENTAL TUITION
The Executive Committee reviewed the draft policy on Professional Degree Supplemental Tuition (PDST) and echoed the concerns raised by several of the reviewing committees. The greatest concern raised by Graduate Council and Planning and Budget was the lack of coordination between the supplemental tuition and self-supporting program policies, and the limited discussion of the implications these policies will have on the structure of the University of California. Executive Council suggests we respond with a strong recommendation for a thorough joint discussion of supplemental tuition and self-supporting programs, especially of the mechanisms that will ensure that the core mission of the institution will not be damaged by the adoption of the recent policy proposals. Council is very concerned about the UC giving its imprimatur to exclusive programs that may erode the commitments to the UC to academic excellence and availability of education. Other suggestions include adding to the policy the requirement that the Senate be consulted at those times where faculty consultation is elicited; including an expectation that the programs soliciting PDST should maintain the level of academic excellence expected from the University of California. Concerns included the onerous nature of the procedures described in the draft policy and the suggestion that this policy could lead to a lack of uniformity within the UC system, leading to formally equivalent, but de facto tiered set of programs.

ANNOUNCEMENTS BY THE CHAIR:
Climate Survey
The Climate Survey data from last year’s survey will be made available to the campuses sometime after the March Regents meeting. The data is expected to be presented as an average for the UC as well as individual campus data. Chancellor Wilcox will subsequently convene a task force for analysis of Riverside’s data, with Yolanda Moses as the point person. The Committee on Committee’s will submit nominees to the task force and committee chairs are encouraged to submit suggested faculty participants.

Open Access
The Open Access Policy is now adopted and Steven Mandeville-Gamble, University Librarian will discuss the policy at the Division meeting on February 25. Chair Wudka is seeking input for our campus implementation and the Committee on Research is reviewing a sampling of journals to assess the effects of the policy.

Online Education
The two formats of online education (UC Online and Instructional Learning Technology Initiative) are expected to merge by June of this academic year.

Capital Projects
Office of the President is looking towards campuses to fund some of their smaller capital projects. Unfortunately UCR did not have a proposal ready to submit. UCP&B is urging campuses to be moderate in its use of these funds so that some of the more important projects can be achieved. Chair Wudka will work with the Committee on Planning and Budget to determine why the Riverside campus did not respond to the request for proposals.

General Updates
- Salary Increases – OP is considering a 3% salary increase for non-represented staff.
- Composite Benefits – President Napolitano agreed that the Senate should have the data it needs to analyze the various scenarios of composite benefits. Unfortunately that info remains unavailable.
- UC Path – UCOP and one other campus are expected to go live with UC Path in January 2015
- Riverside Division of the Academic Senate – will have an election for a new Vice-Chair.
- Efficiency Review – the Office of the President is undergoing an efficiency review of all major areas, including the Academic Senate
- Retirement Contribution Plan – UCFW is pushing for OP to increase its contribution rate to 18%

UPDATES FROM COMMITTEE CHAIRS
Several Chairs updated Executive Council on the activities and efforts of their committee.

The meeting was adjourned at 2:39 pm.

Respectfully submitted,
Cindy Palmer, Executive Director
Office of the Academic Senate
To Be Adopted:

Proposed Change to UCR Regulations:
Regulation 6.12

PRESENT

R6.12 To be awarded the Bachelor's Degree, a student must either (a) meet graduation requirements in the UCR catalog in effect in the year of his/her graduation from the Riverside Campus; or (b) fulfill graduation requirements in one UCR catalog applicable during any of the previous four years in which the student successfully completed at least one quarter or one semester of full-time college-level work, regardless of where matriculated. Upon applying for candidacy, the student must specify the applicable catalog. (En 5 November 87)

PROPOSED

R6.12 To be awarded the Bachelor's Degree, a student must either (a) meet graduation requirements in the UCR catalog in effect in the year of his/her graduation from the Riverside Campus; or (b) fulfill graduation requirements in one UCR catalog applicable during any of the previous four years in which the student successfully completed at least one quarter or one semester of full-time college-level work, regardless of where matriculated. Upon applying for candidacy, the student must specify the applicable catalog. (En 5 November 87)

R6.12.1 Changes in a curriculum or prerequisite requirements both for courses and majors may not be implemented until the quarter following the publication of the change in the General Catalog unless an exception is approved at the time the change in curriculum or prerequisite requirements is adopted.

Justification:

A timetable for the full implementation of changes in graduation requirements (general university requirements, college breadth requirements, and major requirements) is currently specified in R6.12. However, changes to prerequisites for courses, majors, or any curricular change not involving graduation requirements, are not covered by existing legislation. Proposed R6.12.1 establishes a default implementation date for such changes. Exceptions to this default may be granted presuming an alternative is specified and approved as part of the change to the prerequisite requirement.

According to current regulations, a proposal for changes to prerequisites for courses, majors, or any curricular change not involving graduation requirements could be implemented before
students had any time to make adjustments to prepare for the change. More importantly, this stepped up implementation could be inadvertent; it might be the result of an oversight, involving the failure to specify the implementation timetable in writing. This may create a serious and unintended hardship for the students affected.

Approvals:

Rules and Jurisdiction: 5/10/2012 and 5/15/2013 - received 5/28/2013

Committee on Educational Policy: June 5, 2012 / received August 23, 2012

Received by Executive Council: February 24, 2014
January 24, 2014

To: Kenneth Barish, Chair  
    Committee on Planning and Budget

        George Haggerty, Chair  
        Committee on Academic Personnel

        Georgia Warnke, Chair  
        Committee on Faculty Welfare

Fr: Jose Wudka, Chair  
    Riverside Division

Re: Changes to the Campus Off-Scale Policy

Please see the attached proposal for changes to the campus Policy on Off-Scale Salaries for Merit/Promotion/Retention Actions.

Comments should be limited to the changes only (as indicated by strike-through, underlined and colored text).

Please submit your comments by Friday, February 14, 2014.
Policy on Off-Scale Salaries for Merit/Promotion/Retention Actions Effective July 1, 2010


Related Campus Policy: UCR Call; Resource Planning, and Budget Faculty Salary Funding Policy

Policy Revision Effective Date: July 1, 2013
Policy Effective Date: July 1, 2010

In accordance with APM 620, Off-Scale (O/S) Salaries (O/S) for Appointments and Advancements, O/S salaries are to be approved in exceptional situations as the significance and value of the UC salary scales are to be preserved. O/S is typically awarded only at appointment or retention. Departments or Deans should not propose O/S for existing faculty unless this action is supported by extraordinary circumstances or extraordinary accomplishment of the candidate. The Executive Vice Chancellor and Provost, as the Chancellor’s designee, has responsibility for providing campus policy regarding O/S.

O/S salaries for appointees and additional O/S salaries for current faculty given during merit/promotion/retention actions that were effective July 1, 2010, were awarded under the condition that “this O/S will be maintained as long as satisfactory academic progress is made.” The policy for establishing whether these criteria have been achieved is as follows:

**Satisfactory Academic Progress:** (1) A positive outcome on a reappointment, merit, promotion, or advancement action. (2) An assessment of positive (or qualified positive) on an appraisal. (3) An assessment of satisfactory (or satisfactory with qualifications) on a quinquennial review.

**Unsatisfactory Academic Progress:** (1) A negative outcome on a reappointment. (2) A negative outcome on an on-time or decelerated merit action. (3) An assessment of negative on an appraisal. (4) An assessment of unsatisfactory on a quinquennial review.

The following actions are not considered unsatisfactory academic progress: (1) Negative outcomes on the first review of a first merit action for an Assistant Professor. (2) Negative outcomes on accelerated merit/promotion/advancement actions for faculty at any rank. (3) Negative outcomes on on-time or decelerated promotions where the candidate is assessed as demonstrating performance that is deemed satisfactory (or satisfactory with qualifications) using the criteria of a quinquennial review. (4) Negative outcomes on advancements to Professor VI, Professor Above Scale, or Within Professor Above Scale where the candidate is assessed as demonstrating performance that is deemed satisfactory (or satisfactory with qualifications) using the criteria of a quinquennial review. (5) Negative outcomes on Career Reviews. (6) Deferral of a merit action. The final decision whether a candidate is demonstrating performance that is deemed satisfactory (or satisfactory with qualifications) using the criteria of a quinquennial review will be made by the Executive Vice Chancellor and Provost.

**Actions Required for Unsatisfactory Academic Progress:** (1) The first assessment of unsatisfactory academic progress will result in the loss of one half of the O/S salary subject to this policy up to a maximum of $20,000 (whichever is the lesser). (2) The second consecutive assessment of unsatisfactory academic progress will result in loss of the remaining amount of the O/S salary subject to this policy up to maximum of $20,000 (whichever is the lesser). (3) In cases where an O/S salary increment remains after two consecutive assessments of unsatisfactory academic progress, the reductions in O/S salary subject to this policy will continue as outlined in
points 1 and 2 for subsequent consecutive assessments of unsatisfactory academic performance. (4) In cases of nonconsecutive assessments of unsatisfactory academic performance, the policy outlined in points 1-3 will be applied to the remaining (current) O/S salary. All decreases in O/S will be effective July 1st, the same date as the negative outcome.

**Off-Scale Salary Reduction Methodology**

Off-Scale salaries effective July 1, 2010 and after will be adjusted per the paragraph above including the range adjusted and market adjusted amounts.

**Example**

$10,000 O/S effective July 1, 2010, receives a 2% increase bringing O/S up to $10,200. (1) Initial negative outcome. $10,200 O/S reduced by half to $5,100. (2) Second negative outcome results in loss of remaining O/S amount $5,100.
To: Jose Wudka, Chair  
Riverside Division of the Academic Senate  

From: George Haggerty, Chair  
Committee on Academic Personnel  

Re: Changes to the Campus Off-Scale Policy  

At its January 27th meeting, the Committee on Academic Personnel reviewed the proposed changes to the Campus Off-Scale Policy and recommends the numerical listing under Unsatisfactory Academic Progress be corrected from (1) (2) (3) (3) to (1) (2) (3) (4).

Unsatisfactory Academic Progress: (1) A negative outcome on a reappointment. (2) A negative outcome on an on-time or decelerated merit action. (3) An assessment of negative on an appraisal. (3) An assessment of unsatisfactory on a quinquennial review.

CAP has concerns with this policy and looks forward to discussing the revision to the full Off-Scale Policy at a later time.
February 11, 2014

To: Jose Wudka
Chair, Riverside Division Academic Senate

From: Georgia Warnke
Chair, Committee on Faculty Welfare

Re: Changes to Campus Off-Scale Policy

At its meeting on February 6, 2014, UCR’s Senate Committee on Faculty Welfare discussed the changes to the Campus Off-Scale Policy. The committee suggests that an off-scale be reduced only after a second consecutive negative merit rather than after the first.

Faculty Welfare has more general concerns about the Campus Off-Scale Policy and looks forward to a fuller discussion at a later time.
February 13, 2014

To: Jose Wudka
   Chair, Riverside Division Academic Senate

Fr: Kenneth Barish
    Chair, Committee on Planning and Budget

Re: Review of changes to the Campus Off-Scale Policy

The Committee on Planning & Budget discussed the changes to the Campus Off-Scale Policy and approves the modifications. There are other, more general concerns about the policy and the committee looks forward to additional discussions at a later time.
January 24, 2014

To: Kenneth Barish, Chair  
Committee on Planning and Budget

Lynda Bell, Chair  
Graduate Council

Ward Beyermann, Chair  
Committee on Educational Policy

Kathryn DeFea, Chair  
Committee on Undergraduate Admissions

George Haggerty, Chair  
Committee on Academic Personnel

Fr: Jose Wudka, Chair  
Riverside Division

Re: Department Name Change Proposals

Please see the attached proposals for departmental name changes for the following:

1) Department of Electrical Engineering to the Department of Electrical & Computer Engineering
2) Department of Theatre to the Department of Theatre, Film and Visual Production
3) Department of Women’s Studies to the Department of Gender and Sexualities Studies

In all three cases, the proposals are supported by the Dean and were reviewed by the college-level executive committee. Please submit your comments by Friday, February 14, 2014.
January 14, 2014

TO: Dallas Rabenstein, Executive Vice Chancellor & Provost

FROM: Reza Abbaschian, Dean

RE: Name change for the Department of Electrical Engineering (EE) to the Department of Electrical & Computer Engineering (ECE)

I am pleased to submit the attached letter from the faculty of the Department of Electrical Engineering (EE) to change its name to the "Department of Electrical & Computer Engineering" (ECE). The proposed name change was unanimously approved by the EE department on May 1, 2013. It was then discussed by the BCOE Executive Committee on May 22, 2013, which referred it to an ad-hoc committee to investigate national trends and provide further comments for the impact of the name change. Subsequently the Executive Committee approved the proposal on its meeting on December 16, 2013.

I am fully supportive of the name change as well since it better defines the current programs and vision of the department. It also provides better exposure and marketing for the Computer Engineering program (CEN) which is offered jointly by EE and the Computer Science & Engineering (CSE) departments. The name change will also help CEN to attract more students to both EE and CSE departments. Additionally, the name change will enable incorporation of more digital signals and systems related courses into the CEN curriculum as EE hires additional faculty with expertise in computer engineering. Finally, I believe the name change will bring more synergistic and collaborative research and educational programs between both EE and CSE departments.

Therefore, I request the campus approval to formally change the name of the Department of Electrical Engineering to the Department of Electrical & Computer Engineering. I have attached the campus procedure for name change for an academic department.

Please let me know if you need any additional information.

Attachment

cc: Jay Farrell, Chair, Electrical Engineering
    Akula Venkatram, Chair, BCOE Executive Committee
May 2, 2013

Subject: Departmental name change

Reza Abbaschian, Dean
Bourns College of Engineering

Dear Reza:

This letter is a request by the faculty of the UCR Department of Electrical Engineering to change its name to the “Department of Electrical and Computer Engineering” (ECE). The issue was discussed at the EE faculty meeting on May 1, 2013 and unanimously supported by the sixteen attending faculty.

The Computer Engineering (CEN) program started at UCR in 2000 as a joint program between the Department of Electrical Engineering (EE) and the Department of Computer Science. At approximately the same time, the Department of Computer Science changed its name to the Department of Computer Science and Engineering (CSE).

Throughout the history of the CEN program, it has been offered and administered jointly by the CSE and EE departments. The EE department is proud of its participation in the CEN program and plans to continue its role, in collaboration with CSE. As such, it is appropriate to recognize both the EE and CEN programs in the title, and hence the request by EE to be renamed as the “Department of Electrical and Computer Engineering.”

As the department hires faculty to support the CEN program, such as our recent hire, Dr. Qi Zhu, they will be conducting research and granting PhDs in their areas of Computer Engineering. It would be appropriate and beneficial for faculty recruitment, proposals, and for the graduate students to be the Department of Electrical and Computer Engineering.

A quick web search will demonstrate that the ECE title is used at many high quality schools; therefore, there are certainly numerous precedents for the ECE title.

Please do not hesitate to contact me if there are any questions.

Sincerely,

[Signature]

Jay A. Farrell, Professor and Department Chair
Department of Electrical Engineering
farrell@ee.ucr.edu
BCOE AD-HOC COMMITTEE, PROPOSED NAME CHANGE FROM DEPT. OF ELECTRICAL ENGINEERING TO DEPT. OF ELECTRICAL AND COMPUTER ENGINEERING

November 20, 2013

Committee Members

- Stefano Lonardi (representing the Department of Computer Science and Eng.)
- Frank Vahid (representing the Computer Engineering program)
- Amit K. Roy Chowdhury (representing the Department of Electrical Engineering)

This ad-hoc committee was charged with the task of providing information to the Executive Committee of BCOE regarding the proposed name change from "Department of Electrical Engineering" (EE) to "Department of Electrical and Computer Engineering" (ECE).

The committee was asked to investigate issues related to the name change, such as enhancing the EE program, and improving the collaboration/synergy among the departments within BCOE, while maintaining the existing collegiality between departments.

The committee discussed the implication of the name change for the shared Computer Engineering (CEN) program.

MISC. STATs:

- Out of 99 top universities (mix of private, public and all UCs), the name ECE is used 58% of the time, compared to 20% for EE. CSE is used 18% of the time compared to 60% for CS
- The combination ECE + CSE occurs in 7%, EE + CSE in 9%, ECE + CS in 45%

POSSIBLE PROS:

- **Department vision/focus.** The new name may more clearly define and communicate the departmental vision and existing strengths.
- **CEN shared program.** If the vision for the CEN program is for it to be supported equally strongly by both CSE and EE, then the new name might better reflect and communicate that vision. It would also double the exposure of the CEN program through the names of both the departments.
- **Student/faculty recruitment.** The new name might facilitate the recruitment of high-quality CEN faculty/students by the EE department, which in turn could improve the ranking of both the CEN program and EE department (it was however, noted that past EE recruitment does not seem to reflect internal strong thrust/emphasis on CEN).
POSSIBLE CONS:

- **Blurring EE/CS distinction.** The new name could lead EE to hire faculty in fields like software engineering, databases, *etc.* as commonly occurs in other schools, which can lead to duplicate courses, fighting, or hiring of sub-standard CS faculty. Having a closer coordination in hiring CE people in either department could mitigate this risk – and even without the name change, the risk remains.

- **CEN shared program.** The college has created and maintained an excellent "shared" approach to CEN since the mid 1990s, serving as a model for other schools, without redundancy, excessive fighting, calls for a separate department, *etc.* A name change could lead to unanticipated consequences that might jeopardize the shared model approach.

Conclusions and recommendations

- The committee could not find reasons why departments in other schools changed their name from EE to ECE.
- The committee reinforces the importance that EE should continue to hire “EE-rooted” CEN faculty, while CSE should continue to hire “CS-rooted” CEN faculty.
- Irrespective of what happens with the name change, the committee felt that there should be better coordination between the two departments in hiring faculty in research areas of overlap (for instance, CEN).
- A suggestion was made that an alternative name could be to include Materials (e.g., Electrical, Computer and Materials Engineering) since the EE department has a strong materials program.
- The discussion on the name change led to a related discussion on the current CEN program. Some in the committee felt that while IEEE/ACM guidelines [1] for CEN are largely followed at UCR, when comparing our CEN program to those of peer institutions, the CEN program should consider reincorporating digital signals and systems.

December 18, 2013

TO: Reza Abbaschian, Dean

FR: Akula Venkatram, Chair
Executive Committee, Bourns College of Engineering

RE: Review of Name Change of the Department of Electrical Engineering

In a memo dated May 2, 2013, the faculty of the Department of Electrical Engineering requested the College, through the Dean, to consider changing the name of the “Department of Electrical Engineering” to the “Department of Electrical and Computer Engineering”. The request was presented to the BCOE Executive Committee during its May 22, 2013 meeting. In response to the recommendation of the Committee, the Dean, in consultation with the relevant departments, appointed an ad-hoc committee, consisting of faculty members from the departments of Computer Engineering, Electrical Engineering and Computer Science and Engineering, to examine the justification for the request, and write a summary report.

The report was discussed at the meeting of the BCOE Executive Committee on December 16, 2013, and approval of the request for the name change was voted on by the members of the Committee. The results from the anonymous balloting were 8 “yes” votes and 3 “no” votes.
January 6, 2014

To:      Dallas Rabenstein, EVC/Provost

From:    Stephen Cullenberg, Dean, CHASS

RE:      Theatre Name Change Request

I support the proposed name change of the Department of Theatre to the Department of Theatre, Film and Visual Production. This name change better reflects the curricular reach of the department, as well as the research and creative activity profile of the faculty. The department has long emphasized the commonalities among stage and “screen” production, training students in acting, directing, writing and production design across these mediums, which are traditionally divided by disciplinary lines within universities. I believe this is a forward-looking approach; changing the department’s name will benefit the department and CHASS.

attachments
October 22, 2013

TO:       Stephen Cullenberg, Dean  
College of Humanities, Arts, & Social Sciences

FROM:   Erica Edwards, Chair  
CHASS Executive Committee

RE:  Theatre Name Change Request

The CHASS Executive Committee discussed the proposed Theatre name change. There were concerns with possible curricular overlap and communication with other departments. The Executive Committee asked the Theatre department for comments. The department sent a response letter and addressed the concerns of the committee.

There were no objections and our committee approves the name change request.

Erica Edwards, Chair  
UCR CHASS Executive Committee
DATE: June 3 2013

TO: Stephen Cullenberg, Dean  
    College of Humanities Arts and Social Sciences

FROM: Stu Krieger, Chair  
      Department of Theater

RE: Name Change for Department

The faculty of the Department of Theater has voted unanimously (9-Yes, 0-No) to change the department’s name from the Department of Theater to the Department of Theater, Film & Digital Production. The reason for the proposed name change is to reflect the evolution of the department from one primarily focused on the stage to one that is training students and creating work in other modes of dramatic performance including Film, Television and more recent new media. The name change will allow the department to emphasize its existing strengths while encompassing the direction in which we intend to grow.

Although Theater education, training and production remains the foundation of the department, in the last 5-7 years our faculty has expanded to include experts in writing for television - Stu Krieger; screenwriting - Robin Russin, Charles Evered; as well as in film directing and editing - Root Park. As a result, a significant amount of the production (publishing) of the department is in these areas. This additional expertise has also manifested itself on campus through the increased number of screenwriting, production and writing for television classes being offered – and immediately filled - as well as the department’s production of a new film each year written by a student, directed by a faculty member, and completed by spring quarter annually.

Additionally, we believe that the new name Department of Theater, Film & Digital Production will offer truth in advertising to prospective students. In recent years we have experienced an influx of students from other departments who enter the university believing that they would have the opportunity to “produce” work in their desired areas of media, only to discover that in order to fulfill their vision they must come to the Theater Department. This increased interest in what we provide as a department has been both a boon and a burden. On the one hand it has made it obvious by the number of interested students that we are moving in the right direction when it comes to the future of our department. On the other, it has placed increased demands on our faculty members to expand class sizes in order to accommodate the demand and still provide space for our “theater” majors.
Non-theater students are already filling our classes, but are reluctant to declare themselves as theater majors because their interests lie in writing, directing, and producing movies, television or content for the internet, all of which they learning in our department. A name change will simply reflect what is already taking place, which is work in Theater, Film and Digital Production.

Currently we offer the following classes reflective of the proposed Name change:

THEA 066 – Screenwriting: How Movies Work
THEA 101 – Introduction to Design for Theatre, Film & Television
THEA102 – Production Techniques for Theatre, Film & Television
THEA132 – Lighting Design for Theatre, Film & Television
THEA 133 – Design for Theatre, Film & Television
THEA138 – Art Direction for Film & Television
THEA141 – Drafting and Rendering for Theatre, Film & Television
THEA 144 – Makeup for Theatre, Film & Television
THEA 145 – Computer-Aided Design for Theatre, Film & Television
THEA 155 – Introduction to Digital Film Production
THEA 156A – Digital Film Production
THEA 156B – Advanced Digital Film Production
THEA 157 – Editing the Narrative Film
THEA 160 – The Filmmaker’s Life
THEA 166A – Introduction to Screenwriting
THEA 166B – Screenwriting: outline to First Draft
THEA 166C – Screenwriting: Rewrites & Writing for Television
THEA 167 – Writing for Television: Creating the One-Hour Drama
THEA 168 – Writing for the Family Audience
THEA 169 – Rewriting the Script
CWPA 266 – Screenwriting
CWPA 267 – Writing for Television: Creating the One-Hour Drama
CWPA 283 – Shakespeare on Film

Thank you for your consideration on this matter. If you need any other information in support of this change, please feel free to contact me at your earliest convenience.

Best,

Stu
DEPARTMENT NAME CHANGE RESPONSE LETTER:

1) Has there been a review of Theatre's possible curricular overlap with other departments? We are concerned that courses in screenwriting, for example, are offered by your department, Media and Cultural Studies, and Creative Writing. Are there any "known issues" with this overlap?

OUR RESPONSE:
There is no overlap. Our screen and television writing courses focus on narrative storytelling in the cinematic arts. Writing courses in MCS focus on theory or documentary films but not on fiction. Our classes have not been cross-listed with MCS for the past six or seven years for this reason. Our department has a more complete equipment package conducive to providing our students with the opportunities to make and edit films from multiple genres across the filmmaking spectrum. While MCS has a faculty of 10, two focus on documentary production, one works in video gaming production and theory and the remaining seven focus on theoretical/critical analysis of film and media internationally.

2) Has Theatre initiated a conversation with MCS about the two departments' mutual interest in educating students in film and video production? We want to ensure that there is transparency and open communication between the two departments as both departments seek to grow in film and digital production.

OUR RESPONSE:
There have been informal talks over the years but nothing has emerged from those talks largely because we traditionally have been, and continue to be, a production based department while MCS’s main focus is on critical studies and theory.

3) Does the incorporation of "Film & Digital Production" in the department reflect a national trend in theater programs? We think this is a bold an exciting move and are wondering if it reflects larger changes in the field of theatre studies, if it reflects the specific curricular structure in CHASS, or both?

OUR RESPONSE:
Both. UCLA has the "School of Theater, Film and Television" as does the University of Notre Dame "Film, Television and Theatre," as does York University in Canada, one of the leading programs there ("Theatre, Film and Television"). As forms of media continue to merge and blend and
projects that begin on stage get converted to film ("August: Osage County," "Frost/Nixon," "Closer") and film projects arrive on stage ("Mary Poppins," "Big Fish," "Spiderman," ) it is essential for our students to understand both the similarities and the differences between various forms of narrative storytelling.

As part of the CHASS curricular structure, the name change is designed to reflect the courses we are already teaching and have been teaching for the past several years. Following is a list of current classes, approved by CAP and already being taught, that fall under this banner:

THEA 066 - Screenwriting: How Movies Work
THEA 101 - Introduction to Design for Theatre, Film & Television
THEA102 - Production Techniques for Theatre, Film & Television
THEA132 - Lighting Design for Theatre, Film & Television
THEA 133 - Design for Theatre, Film & Television
THEA138 - Art Direction for Film & Television
THEA141 - Drafting and Rendering for Theatre, Film & Television
THEA 144 - Makeup for Theatre, Film & Television
THEA 145 - Computer-Aided Design for Theatre, Film & Television
THEA 155 - Introduction to Digital Film Production
THEA 156A - Digital Film Production
THEA 156B - Advanced Digital Film Production
THEA 157 - Editing the Narrative Film
THEA 160 - The Filmmaker's Life
THEA 166A - Introduction to Screenwriting
THEA 166B - Screenwriting: outline to First Draft
THEA 166C - Screenwriting: Rewrites & Writing for Television
THEA 167 - Writing for Television: Creating the One-Hour Drama
THEA 168 - Writing for the Family Audience
THEA 169 - Rewriting the Script
CWPA 266 - Screenwriting
CWPA 267 - Writing for Television: Creating the One-Hour Drama
CWPA 283 - Shakespeare on Film

We sincerely hope this helps to clarify and alleviate your concerns.

Sincerely,

Stu Krieger
Department Chair
January 6, 2014

To: Dallas Rabenstein, EVC/Provost

From: Stephen Cullenberg, Dean, CHASS

RE: Women’s Studies Name Change Request

I support the proposed name change of the Department of Women’s Studies to the Department of Gender and Sexualities Studies. The new name better reflects both national trends in the evolution of the discipline of Women’s Studies into a more inclusive field dedicated to the interdisciplinary study of gender and sexuality.

I also agree with the department’s justification that this is particularly important given our faculty’s transnational research profile, across which the category of “woman” is a contested object of study. The new name reflects the future of the discipline in the 21st century.

attachments
October 22, 2013

TO: Stephen Cullenberg, Dean  
College of Humanities, Arts, & Social Sciences

FROM: Erica Edwards, Chair  
CHASS Executive Committee

RE: Women’s Studies Name Change Request

The CHASS Executive Committee discussed the proposed Women’s Studies name change. There were no objections and our committee approves the name change request.

Erica Edwards, Chair  
UCR CHASS Executive Committee
June 19, 2013

To: Steve Cullenberg, Dean of CHASS  
cc. Katherine Kinney, Associate Dean  
   Peter Graham, Associate Dean

From: Marguerite Waller, Chair, Department of Women's Studies

Re: Department Name Change

The Women’s Studies Department Faculty voted unanimously on March 13, 2013 in favor of changing the name of the department to Gender and Sexualities Studies (GSS). With this memo, we request that this proposed name change and its rationale be forwarded to the Executive Committee for review and recommendation and that this memo, the Executive Committee’s recommendation, and the Dean’s recommendation, be sent forward to the Executive Vice Chancellor.

The reasons for this request to change the name of the department are several. First, we feel that the new designation more accurately describes our current course offerings, the curricula we require of our majors and minors, and what we contribute campus-wide. Our introductory course, taken by over a thousand students per year, is, in fact, called “Introduction to Gender and Sexuality. The new name also addresses more inclusively the student constituencies who may be interested in our courses, our major, and our minor. While the roots of the department lie in the activism of the feminist movement of the late twentieth-century, our interdisciplinary approaches in such areas as human rights, science and technology, media studies, the Middle East, Southeast Asia, queer studies, border theory and culture, and epistemology do not treat “women” as a stable, universal category. The same must be said of the research of the department’s faculty, which is also highly interdisciplinary and diverse. Our innovative scholarly projects make visible the interconnections among different levels and layers of social, economic, political, visual, historiographical, ideological, literary etc. organization. In doing so, we use gender and sexuality as analytical categories.

Further, at the urging of Associate Dean Peter Graham, we are working concertedly on the creation of a Bachelor of Science degree, which will potentially relieve some of the pressure on impacted social science departments in CHASS. Working in collaboration with the School of Public Policy and with CNAS, we are shaping the new B.S. to address the interrelated challenges of sustainability and health care. The proposed new name of the department contributes to this initiative.

Not least, the department is committed to enhancing its participation in graduate education, revising our Ph.D. Program proposal and participating in the creation of Designated Emphases in Queer Studies and Gender Studies. In our original Ph.D. Program proposal, the name of the program was to be Genders and Sexualities Studies. This proved unwieldy, and we plan to change it to Gender and Sexuality Studies. We
would like to bring the name of the department and the name of the graduate program in line with each other.

I attach a list of the names of departments and programs at other UCs, in California, and across the nation. There has been an enormous amount of debate over how best to identify this rapidly evolving interdisciplinary field. All of the departments in the UC system except for UCI have moved toward a more inclusive formulation that usually includes the term “gender” and often includes the methodological indication “feminist”. The two programs, one at UC Davis and one at UCSD, also both include “gender”.

UC Riverside has been a leader in the UC system and nationally in Queer or Sexuality Studies, and we feel that our own department’s particular strengths in that area should also be signaled in the name of the department. Ohio State University, Bowling Green State University, Barnard College, and Grinnell College are among those institutions that already include Sexuality in the names of their departments. There does not appear to be any clear differentiation between the ways in which departments as compared to programs are named.

The problematics of terminology are a sign of the vibrancy of the field world-wide. As scholars and theorists have brought different histories, cultures, languages, and political economies into relation with one another, what has emerged is the rich resource that differences of epistemology, experience, and standpoint offer to the field. Increasingly the term “women’s studies” is being retired in recognition that one cannot study women in isolation, that “woman” itself does not signify a homogeneous category, and that students who characterize themselves very differently in relation to the categories of gender and sexuality are interested in the field.

In order to identify ourselves as accurately and as inclusively as possible, in order to bring our profile into line with the field nationally and internationally, and in order to make all UCR students feel welcome in our courses, therefore, we feel that this name change is an important step.
LIST OF PROGRAMS AND DEPARTMENTS FOCUSING ON WOMEN’S, GENDER, SEXUALITY, AND FEMINIST STUDIES

CALIFORNIA

- UC Santa Barbara: Department of Feminist Studies, offers MA and Ph.D.
- UC Santa Cruz: Feminist Studies Department & Ph.D. in Feminist Studies
- UC Berkeley: The Department of Gender & Women’s Studies (GWS) & Ph.D. In GWS
- UCLA: Department of Gender Studies & Ph.D. in Gender Studies
- UCI: Women’s Studies Department
- UCSD: Critical Gender Studies Program
- UC Davis: Women’s and Gender Studies Program
- CSU Long Beach - Department of Women’s, Gender & Sexuality Studies
- CSU Northridge-Department of Gender and Women’s Studies
- CSU San Francisco-Women and Gender Studies Department
- CSU San Diego-Women’s Studies Department
- Humboldt State U: Department of Critical Race, Gender and Sexuality Studies (CRGS)
- USC-The Gender Studies Program
- Stanford: Feminist Studies program
- Mills College: Women's, Gender and Sexuality Studies Program
- Pomona College: Gender and Women's Studies Program

ELSEWHERE:

UNIVERSITY OF MICHIGAN
Department of Women's Studies

INDIANA UNIVERSITY
Department of Gender Studies with Ph.D.

UNIVERSITY OF TEXAS
Women Studies Program

UNIVERSITY OF OREGON
Department of Women’s and Gender Studies

DUKE UNIVERSITY
Women Studies Program
- Amherst College (MA)- Department of Women’s and Gender Studies (WAGS)
- Barnard College (NY): Department of Women's, Gender, & Sexuality Studies
- Grinnell College (IA) - Gender, Women's, and Sexuality Studies (GWSS) Department
- Smith College (MA)-Study of Women and Gender Program
- Ohio State University-Department of Women’s, Gender, and Sexuality Studies & WGSS Ph.D.
- Bowling Green State University (OH) – Department of Women's, Gender, and Sexuality Studies
- Rutgers-Department of Women’s and Gender Studies, with M.A. and Ph.D.
- Cornell University (NY) - Feminist, Gender, and Sexuality Studies (FGSS) Program
- Boston University (MA) - Women's, Gender & Sexuality Studies Program
- Harvard U (MA) - Concentration in Studies of Women, Gender, and Sexuality (WGS)
- Tulane University (LA) - Gender and Sexuality Studies Program (Major, Minor, Graduate Certificate)
February 11, 2014

To: Jose Wudka, Chair  
Riverside Division of the Academic Senate

From: George Haggerty, Chair  
Committee on Academic Personnel

Re: Department Name Change Proposals

At its January 29th meeting, the Committee on Academic Personnel reviewed the proposals for departmental name changes and expressed the following concerns:

1) Department of Electrical Engineering to the Department of Electrical & Computer Engineering
   - CAP had various concerns about department overlap and independence of programs that it hopes were dealt with in College Executive Committees. No CAP issues seem specifically at issue here.

2) Department of Theatre to the Department of Theatre, Film and Visual Production
   - The CHASS Executive Committee consultation with the affected departments seems unbalanced. The proposal includes a written response from the Theatre department, but there is no response from Media and Cultural Studies, Art, nor Creative Writing

3) Department of Women’s Studies to the Department of Gender and Sexualities Studies
   - CAP approves of the proposed change and has no further recommendations (+10-0-0).
January 27, 2014

To:    Jose Wudka, Chair
        Riverside Division

Fr:    Ward Beyermann, Chair
        Committee on Educational Policy

Re:    Campus Review of Proposed Departmental Name Changes in BCOE and CHASS

The Committee on Educational Policy reviewed the proposed changes to departmental names in BCOE and CHASS and did not find any issues with the proposals. The Committee vote was unanimous in support of the proposals.
February 14, 2014

To: Jose Wudka, Chair
Riverside Division

From: Lynda Bell, Chair
Graduate Council

RE: Campus Review of Departmental Name Change Proposals

Because the date to respond to three departmental name change proposals fell between regular monthly meetings of the full Graduate Council, the Courses and Programs subcommittee of the Council, with Chair Bell also in attendance, considered the proposals at their regularly scheduled meeting of February 13, 2014. All other members of the Graduate Council were invited to the meeting, and also were offered the opportunity to comment via email. Two members responding by email had no objections to the proposals. Among the eight Graduate Council members attending the February 13 meeting, discussion of the proposed changes led us to articulate some concerns regarding two of the three proposals, namely those originating from the faculty in Electrical Engineering and in Theater. As we are uncertain as to our role in the decision-making process, we see the expression of these concerns as advisory and did not take a formal vote "yay or nay" on the proposals. Here are our concerns:

In the case of the Electrical Engineering and Theater name change proposals, we are concerned that there may be faculty in other departments potentially impacted by the name changes whose voices we cannot find in the written materials. We are amply clear on the deans' positions and the originating faculty's investigations and justifications, and also on the involvement of the Executive Committees of the two colleges. But we do not know directly from the written materials exactly how, or even if, other potentially affected faculty were consulted. In the case of Electrical Engineering, it would be the faculty of the Department of Computer Science and Engineering and in the case of Theater, it would be the faculty (primarily) of the Department of Media and Cultural Studies, whose views may need more direct articulation. Why does this matter to Graduate Council? As a committee, we are concerned about the following two issues that are part of our purview:

1) Graduate student recruitment may be impacted adversely for faculty in other departments and programs by the name changes; and
2) Graduate curricula will have to be reshaped to reflect these changes, as well as the strategies of departments regarding new faculty recruitments.

What would be the remedy for our concerns? We concluded that it would be very helpful to read written statements compiled directly by potentially affected faculty in other departments (as noted above). Such additions would enable the Academic Senate to reflect more fully and fairly to all potentially affected faculty on the impact of the suggested name changes.
February 13, 2014

To: Jose Wudka  
Chair, Riverside Division Academic Senate

Fr: Kenneth Barish  
Chair, Committee on Planning and Budget

Re: Departmental Name Changes

The Committee on Planning & Budget reviewed the proposed departmental name changes and approves them with no further recommendations. However, there was discussion of the potential for overlap and confusion between the Department of Electrical and Computer Engineering and the Department of Computer Science and Engineering.
February 12, 2014

To: Jose Wudka, Chair
    Riverside Division

Fr: Katie DeFea, Chair
    Committee on Undergraduate Admissions

Re: Campus Review of Proposed Departmental Name Changes in BCOE and CHASS

The Committee on Undergraduate Admissions reviewed the proposed changes to departmental names in BCOE and CHASS at their February 12, 2014 meeting and did not find any issues with the proposals. The Committee unanimously supports the proposals.
Admission by Exception (AxE) is an offer of admission reserved for applicants who meet the minimum academic requirements and
   1. Have a special talent, or
   2. Have attained academic achievement despite major disadvantages compared to other students.

Effective Fall 2006, the Office of Undergraduate Admissions may admit the number of AxE applicants required to yield 6% of total freshman enrollment and 6% of total transfer enrollment.

Up to 1% of the AxE enrollments may be reserved for Special Talent applicants and the remaining 5% may be reserved for Disadvantaged applicants.

The following criteria have been developed and approved by the Undergraduate Admissions Committee of the UC Riverside Academic Senate.

I. Minimum Academic Requirements

Applicants who are ineligible will meet the following minimum academic criteria in order to be considered for AxE.

Freshman Applicant
   1. GPA – 3.00 minimum in a-g subjects.
   2. SAT Reasoning - 420 minimum score on the Math component and a 420 minimum score on either of the two remaining components (Critical Reading and Writing).
   3. ACT composite score of 17 (sum of SAT Critical Reading and Math = 830) and a minimum ACT English/Writing score of 17 (SAT Writing = 420).
      - Applicants who are unable to meet the above exam requirement prior to high school graduation because either, 1) the exams are not offered in their home country and/or 2) they will participate in the UCR Extension Intensive English program prior to taking the exams, may be considered for admission by completing the exams post high school graduation.
   4. a-g Course Omissions - 3 courses or less (no Math or English omissions/deficiencies are allowed).
   5. Transferrable coursework taken after the summer following high school graduation – up to 30 units of transferrable coursework can be considered for freshman admission for international students in the Admission Preparation Program and other circumstances as warranted.
   6. Gap Year – Freshman applicants with a gap in their educational record of up to two years may be considered for freshman admission.

Transfer Applicant
   1. GPA - 2.00 minimum allowed in transferable courses.
   2. Units - A minimum of 24 transferable quarter units.
   3. Subject Requirements – At least one transferable English Composition course, one transferable math course (has intermediate algebra as a prerequisite or may use intermediate algebra), and one appropriate third course from the required 7-course pattern.
All applicants who meet the above academic criteria may compete equally for AxE consideration. Declining academic performance is a factor used to defer applicants even though they may meet the criteria described above. Exceptions to the above criteria are rare. Applicants who do not meet these criteria must demonstrate acceptable alternative academic achievement (see below: IV. Special Committee Review).

II. Definitions of Applicants to be Considered for AxE
   1. Special Talent Applicants (up to 1%) – Applicants satisfying the above-stated minimum academic requirements may be considered for AxE if one or more of the following factors have been demonstrated at an exceptional level:

   - outstanding achievement in a specific subject area;
   - self-motivation and initiative;
   - leadership;
   - public or community service;
   - athletics;
   - completion of significant special projects;
   - special endorsement of academic promise from their school;
   - demonstration of academic promise by achievement in specific areas of study; and/or
   - marked improvement in academic performance as demonstrated by academic grade point average and/or enrollment in accelerated, challenging course work (e.g., honors, Advanced Placement, International Baccalaureate, and transferable college courses).

   There is no specific breakdown of the 1% according to these factors. In particular, there is no assumption that there must be a balance of students admitted from the spectrum of factors. Thus, one or just a few factors may account for the majority of special talent admissions. At the same time, however, no one special talent factor should prevent other factors from being fully considered and accommodated.

   2. Disadvantaged Applicants (up to 5%) - Students satisfying the above-stated minimum academic requirements may be considered for AxE if they have demonstrated academic achievement in the presence of major disadvantages compared to typical student applicants. Disadvantages may include geographical, physical, psychological, financial, or personal and may include, but are not limited to:

      - **Low Income**: Family income and household size will be used to determine if an applicant is financially disadvantaged. The family income cutoff will be directly linked to the size of the family. A scale is used to assign variable points. The actual income cutoffs would be based upon annually published federal standards. The University of California Office of the President will provide the Undergraduate Admissions office applicable standards on an annual basis.
      - **First-Generation College Attendee**: Parents of applicant have not attended college or have just recently begun attending college.
      - **Disability (Learning, Physical, and/or Psychological)**: Applicant will require further review by Student Special Services for recommendation.
• **English as a Second Language**: Applicant’s native language is other than English.

• **Veteran**: Applicant is veteran of U.S. military.

• **Re-entry**: Applicant is 24 years of age or older by term of entry and has been out of school for two years or more.

• **Unusual Life Circumstances/Personal Hardship Indicators**: Applicant is or has one or more of the following: ward of the court; recent or chronic illness/injury; lives in foster home; comes from single parent family; single parent; runaway; death in the immediate family (parent, guardian, sibling); homeless; emancipated minor; incarcerated parent; a current/former inmate of a correctional facility; parolee; and/or a victim of physical/sexual abuse.

• **Location of Residence and/or Limited Educational Opportunity Indicators**: Applicant lives in or around one or more of the following: inner city dwelling/school or rural dwelling/school community with a high crime rate, high unemployment rate, and/or low education level.

• **Applicant Attends High School Where the Following Occurs**: Applicant is bussed to school (therefore, cannot participate in extra curricular/enriching activities); high school does not offer AP/Honors curriculum or high school does not send many applicants to UC; and/or high school has low college-going rate, low high school graduation rate, and low high school test scores (mean average less than 500 on SAT I Math and Verbal).

• **Job**: Applicant is working during school year to supplement family income, save for college, or fulfill other basic needs.

• **Recent Immigrant Status**: Applicant has moved within last six years from non-English speaking country.

• **Applicant from Another Country**: Applicant attended high school or higher level education in another country and is unable to meet traditional UC admission requirements.

The mere presence of one or more of the above factors does not justify review for AxE since such factors exist to some degree for many applicants. Review is justified only in situations where the student’s achievement, despite harsh challenges, is truly astounding. Such situations are expected to be rare.

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**III. Review Process**

Applicants who qualify for AxE may be identified by the Undergraduate Admissions office in its regular review of applications, by academic departments, or by the Athletics Department. Applicants identified through any of the aforementioned offices will be processed as follows:

1. **Undergraduate Admissions Office**: Applicants identified by the Undergraduate Admissions office will be forwarded by the Admissions Counselor to the Assistant Director - Freshman Evaluations, the Assistant Director - Transfer Evaluations, or the Assistant Director - International Evaluations as appropriate. Upon review and in consultation with the Director of Admissions, a decision will be made to determine if an AxE offer will be made.

2. **Academic Departments**: Academic departments, which independently identify applicants, will prepare a letter of endorsement and forward it to the Undergraduate Admissions office for a final decision. The application file will be reviewed by the Assistant Director - Freshman, Transfer, or International Evaluations, who will consult with the Director of Admissions to determine if an AxE offer will be made.
3. **Athletics Department**: The Athletics Department will prepare a letter of endorsement and forward it to the Undergraduate Admissions office for a final decision. Upon receipt of the Athletic Release Authorization Form and the Request for Admission by Exception Form, the Assistant Director - Freshman, Transfer, or International Evaluations will process the AxE offer.

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**IV. Special Review Committee**

Applicants who do not qualify for AxE and are supported by a UCR faculty, staff, or department may be reviewed by a Special Review Committee [See Appendix A.]

The Special Review Committee will determine the possibility of academic success at UCR based on:

1. Academic history as reported on the Application for Undergraduate Admissions and Scholarships;
2. An academic evaluation by the Undergraduate Admissions Office of all requested official transcripts and completed test scores;
3. The Personal Statement and other indicators;
4. Additional requested materials.

As a condition of admission the Special Review Committee may require the applicant to:

1. Meet specific goals at The Learning Center; and/or
2. Meet specific goals from the Athletics Department’s required Study Table; and/or
3. Meet other conditions as deemed appropriate.
Appendix A

Special Review Committee (SRC)

Charge:
Applicants who do not qualify for Admission by Exceptions and are supported by a UCR faculty, staff, or department may be reviewed by a Special Review Committee comprised of UCR faculty, with faculty or staff from the appropriate UCR unit, staff from the Academic Resource Center, and the Director of Undergraduate Admissions as Ex-Officio members. The Special Review Committee will make final admissions decisions and determine the possibility of academic success at UCR based on for such applicants based on its assessment of the likelihood of their academic success at UCR, which in turn is based on:

1. Academic history as reported on the Application for Undergraduate Admissions and Scholarships;
2. An academic evaluation by the Undergraduate Admissions Office of all requested official transcripts and completed test scores;
3. The Personal Statement; and other indicators—Mindy, can we make this more specific? Perhaps say “other relevant materials provided to the Special Review Committee for consideration”;
4. Additional requested materials.

As a condition of admission, the Special Review Committee may require the applicant to:
1. Meet specific goals at The Academic Resource Learning Center; and/or
2. Meet specific goals from the Athletics Department’s required Study Table; and/or
3. Meet other conditions as deemed appropriate.

There will be approximately 3-4 two hour meetings each year with the majority of the meetings occurring during the winter and spring quarters. Meetings may occur during the summer only when necessary.

Membership:
The Special Review Committee is comprised of four Academic Senate faculty members and up to five non-voting University faculty or staff members in Ex-Officio status. Membership is as follows:

Senate Faculty Members
Undergraduate Admissions Committee Representative, Chair
- Appointed by the Committee on Undergraduate Admissions
Faculty Representative from CHASS
- Appointed by the Committee on Committees
Faculty Representative from CNAS
- Appointed by the Committee on Committees
Faculty Representative
- Appointed by the Committee on Committees

Ex-Officio Members
ACE Program Coordinator, The Academic Resource Learning Center
Director of Undergraduate Admissions
Admissions Counselor
Faculty Athletic Representative to NCAA when appropriate
Chair, Committee on International Education when appropriate
Other pertinent individuals as deemed appropriate by the chair
Voting members must recuse themselves from any case file for which they serve as the faculty advocate. 
Further the SRC shall be considered a senate committee for the purpose of executing an annual COI.

Justification:

With the recent increase of the AxE guidelines, an increasing number of admission applications are being handled by SRC. We propose adding a member to the SRC, moving the Faculty Athletic Representative to ex-officio status, the appointment of a Chair, and formalizing the process by which members are appointed (by including the Committee on Committees). Currently the appointment process is ad hoc and conflicts of interests are likely to arise. Additionally, it is difficult to convene enough members to hold a meeting-the addition of a fourth member should assist on this front. The addition of Chair will help the meeting run smoothly.

Approved by the Committee on Undergraduate Admissions: July 19, 2013
Approved by the Committee on Undergraduate Admissions With revisions: February 12, 2014
Approved by the Committee on Committees: November 12, 2013
Approved by the Committee on Educational Policy: October 14, 2013
Approved by the Committee on Preparatory Education: November 14, 2013
Approved by the Committee on International Education: November 19, 2013
The Committee on Rules and Jurisdiction finds the wording to be consistent with the code of the Academic Senate: October 2, 2013
Received by the Executive Council: February 24, 2014
November 12, 2013

To: Jose Wudka, Chair  
Riverside Division

From: Mariam Lam, Chair  
Committee on Committees

Re: Proposed Revision and Clarification of the Guidelines for Admission by Exception  
Supplemental Criteria

Dear Jose:

Our committee has met and reviewed the proposed changes for the revision to the Admission by Exception Special Review Committee policy as proposed by the Undergraduate Admissions Committee.

Cynthia Palmer and I have corresponded with the Undergraduate Admissions Committee throughout the past year to assist them in restructuring the membership of that committee for smoother operations and in anticipation of possible higher numbers in International admits in the coming years. The revision to the membership will ensure that case file advocates are not also voting members, and that there will be enough vetted voting members to identify academic expertise in the appropriate case areas. Therefore, we approve of the Committee on Committees’ participation in faculty appointments. This will improve the voting process, as it currently depends on rather ad hoc measures.

For these reasons, we approve of the change, and have no questions or concerns at this time.

Thank you for your time.

Sincerely,

Mariam Lam, Chair  
Committee on Committees
October 14, 2013

To: Jose Wudka, Chair
   Riverside Division

Fr: Ward Beyermann, Chair
    Committee on Educational Policy

Re: Campus Policy Review of Changes to Admission by Exception Policy

The policy on Admission by Exception was sent to the members of Educational Policy for comment. Only three members responded with one approving the changes made to the policy and two stating no opinion due to the fact that they are on leave during the Fall quarter.

I reviewed the policy carefully and felt the proposed changes are reasonable. I have one suggestion. When possible, it is best to write policies that avoid specific reference to colleges/schools. This eliminates the need to update these policies if the name and/or constitution of a college/school changes. While this is very rare, such a situation may occur in the near future. A serious effort is underway to separate two departments in the physical science and the mathematics department from CNAS and form a separate college. A review process is also ongoing to examine the organization of the remaining departments in CNAS. As a result of these activities, the configuration of CNAS may change with the possible formation of a new college(s) and a change in the name of the existing college. In the proposed change to Admission by Exception policy, the membership of the Special Review Committee has three faculty representatives: one from CHASS, one from CNAS and one unspecified. Updating the proposed Admission by Exception policy to comply with the new college configuration, should that occur, could be avoided if the statement regarding the faulty representatives from CHASS and CNAS on the special committee is replaced with “A Faculty Representative from the two Colleges/Schools with the largest undergraduate populations”.

The Committee on International Education (the “Committee”) conducted its first meeting of the 2013-2014 academic year on November 5, 2013. At the meeting, the Committee discussed the proposed amendments to the Guidelines for Admission by Exception – Supplemental Criteria. Further comments were then requested from members that could not attend the meeting and the Committee offers the following feedback.

The Committee noted that a large number of cases that appear before the Special Review Committee (“SRC”) involve international students. Furthermore, it was noted that due to the diverse backgrounds and nationalities of students appearing before the SRC and the variety of education systems worldwide, it can be difficult to review a student’s academic performance in the context of how their nation’s education system relates to the American education system.

The Committee proposes that the Chair of the Committee be included as an additional ex-officio member of the SRC when appropriate to offer expertise and academic context of international education systems in all cases where international students appear before the SRC. The Committee’s rationale behind requesting the Chair of the Committee specifically be included is twofold. Firstly, it would allow continuity in membership and a single point of contact for any questions regarding international education systems. Secondly, it would relieve the Chair of the SRC or the Committee on Committees of the burden of recruiting an expert on the student’s home education system for participation in the SRC. As an active member of the university’s international education community, the Chair of the Committee is uniquely positioned to reach out to specific faculty members who are most likely to have the requisite knowledge. Provided the Chair of the Committee is given information regarding the student’s background in a timely manner before the meeting of the SRC, they should be able to collate the necessary information well in advance of the meeting and place it in a broader perspective of international education systems.

The Committee therefore recommends the following amendments to the membership of the SRC:
**Membership:**
The Special Review Committee is comprised of four Academic Senate faculty members and up to six non-voting University faculty or staff members in Ex-Officio status. Membership is as follows:

**Senate Faculty Members**
Undergraduate Admissions Committee Representative – Chair  
- Appointed by the Committee on Undergraduate Admissions  
Faculty Representative from CHASS  
- Appointed by the Committee on Committees  
Faculty Representative from CNAS  
- Appointed by the Committee on Committees  
Faculty Representative  
- Appointed by the Committee on Committees

**Ex-Officio Members**
ACE Program Coordinator – The Academic Resource Center  
Director of Undergraduate Admissions  
Admissions Counselor  
Faculty Athletic Representative to NCAA when appropriate  
Chair of the Committee on International Education when appropriate  
Other pertinent individuals as deemed appropriate by the chair
I apologize for being a bit late in getting this response to you. The first meeting of the Committee on Preparatory Education for 2013-2014 was held on October 25, 2013, and the revision of the Guidelines for Admission by Exception-Supplemental Criteria document was discussed at that meeting. Thus, I am now able to provide here the requested response.

The principal revisions to the document focused on formalizing the establishment and chairship of the “Special Review Committee” (SRC). Students who do not qualify for Admission by Exception under either the Special Talent Applicant provision or the Disadvantaged Applicant provision but are supported by a UCR faculty, staff, or department may be reviewed for Admission by Exception by the SRC. Previously, the SRC was appointed ad hoc and did not have a defined chair. The proposed revision specifies that the SRC will include four regular Senate faculty members including a chair appointed by the Committee on Undergraduate Admissions and three other members appointed by the Committee on Committees. A variable number of ex-officio members would also serve on the SRC. The justification for these changes focuses on the increasing numbers of applications being handled by the SRC, apparently due to recent changes in Admission by Exception guidelines, and the need of a designated chair to help the SRC meetings run smoothly.

The Committee on Preparatory Education was generally supportive of the proposed changes but did strongly object to one aspect. Namely, the three members to be appointed to the SRC by the Committee on Committees are specified to be one representative from CHASS, one representative from CNAS, and one additional member appointed without specification who would apparently be a “roamer” representing other programs. The Committee on Preparatory Education strongly suggests that the Committee on Committees appoint one member of the SRC as a representative of BCOE. The Committee on Preparatory Education does not see justification for representing two of the undergraduate colleges (CHASS & CNAS) on the SRC but not the third undergraduate college (BCOE). The Committee on Preparatory Education does see the value of having one “roamer” member of the SRC since significant numbers of undergraduates do earn majors or minors outside of the three undergraduate colleges (for example SOBA students). Thus, the Committee on Preparatory Education suggests that the
revisions to the document be modified to make the SRC consist of five regular Senate faculty members with four appointed by the Committee on Committees, these four including three representing CHASS, CNAS, and BCOE and one “roamer”. Contingent upon this change to include one representative from BCOE, the vote of the Committee on Preparatory Education was in favor of recommending adoption of the revised document.

Looking a bit beyond the revision of the Guidelines for Admission by Exception-Supplemental Criteria document, the Committee on Preparatory Education in its discussion noted that some time has passed since it last looked at data such as numbers of students who have entered UCR via regular Admission by Exception or via SRC Admission by Exception, and how those students have performed as judged by remedial class enrollment, GPA, retention rates, and graduation rates. It is the intent of the Committee on Preparatory Education to collect and examine such data in the coming months to better understand the effectiveness of the Admission by Exception procedures.
October 2, 2013

To: Jose Wudka, Chair
    Riverside Division of the Academic Senate

From: Ziv Ran, Chair
    Committee on Rules & Jurisdiction

Re: Admission by Exception Policy - Undergraduate Admissions

The committee on Rules and Jurisdiction reviewed the proposed changes to the Admission by Exception Policy for Undergraduate Admissions and found the wording to be consistent with the code of the Academic Senate. However, R&J strongly suggests the committee on Undergraduate Admissions consider the following two modifications:

i) Appendix A, p.1 eliminate

'admissions decisions and determine the possibility of academic success at UCR based on'

replace with:

'admissions decisions for such applicants based on its assessment of the likelihood of their academic success at UCR, which in turn is based on'

ii) Appendix A, p.2, after 'recuse' etc. add:

'Further, the SRC shall be considered a senate committee for the purpose of executing an annual COI'