To the Irvine Divisional Assembly:
The Faculty Executive Committee for the School of Biological Sciences respectfully submits its report of activities for the academic year 2017-18

Membership
2016-18 Melanie Cocco (Chair), Manny Azizi, Ken Cho, Sunil Gandhi
2017-19 Lee Bardwell (Vice Chair), Adriana Briscoe, Melissa Lodoen, Ron Frostig
Ex officio: Dean Frank LaFerla, Associate Dean Mike Mulligan, Associate Dean Brandon Gaut, Associate Dean Raju Metherate

Meetings
The committee met 2-3 times per quarter, including a quarterly meeting with the Dean.

Activities
In addition to discussions of Senate meetings and School business, the Executive Committee:
• Appointed four representatives to the Senate; one from each department
• Reviewed applications for the Dean’s Early Career Award in the Fall and Spring quarters
• Created an Executive Committee webpage (bio.uci.edu/ec)
• Prepared a rubric for the evaluation of large equipment purchases by the School, requested by the Associate Dean of Research, Brandon Gaut
• Drafted a letter providing recommendations on a proposed faculty FTE that would be split between two departments, requested by Dean LaFerla
• Amended a Memorandum of Understanding that established the Undergraduate Cabinet as a sub-committee (MOU posted at EC web page); we met with the Chair of the Undergraduate Cabinet in the Fall and Spring
• Sponsored two faculty workshops; 1. Campus Safety with the UCI Police Department; 2. Graduate Student Mentoring with Phong Luong (Grad Division Counselor).
• Prepared revisions to the School Bylaws for consideration of the Faculty; a vote on new bylaws is expected in the next term
• Identified graduate student tuition as a matter of concern
• Conducted the election of new members for the Executive Committee (2018-2020 Kevin Thornton, Max Plikus, Tom Poulos, Mike Yassa) and the Undergraduate Cabinet.

Prepared by Melanie Cocco
August 8, 2018