Minutes of the NS&M Administrative Council Meeting  
Tuesday, September 22, 2009  
11:00 a.m.  
Science III Conference Room – Room 100


Meeting was called to order at 11:03 a.m.

1. Approval of Minutes  
   Dr. Gebauer motioned to approve the minutes of June 9, 2009. Dr. Thomas seconded the motion. The motion passed with one vote against it.

   Dr. Thomas motioned to approve the minutes of September 17, 2009. Dr. Keltner seconded the motion. All present voted in favor of approving the minutes as presented.

2. Dean’s Remarks  
   Dean Blanco reported that the 2010-11 budget will hit the school very hard and just a cursory look reveals that there will not be enough funding to retain lecturers, FERPs, as well as approximately six tenure-track lines. The university may have to eliminate some programs due to the additional cuts of 2010-11. Everyone is asked to prepare the 2010-11 schedule assuming less personnel and to incorporate curriculum changes that will allow us to meet our reduced target.

3. Brief Announcements

   Personnel Transfer to NSM  
   President Mitchell recently released a memo regarding the reorganization of two schools. As part of the reorganization, Drs. Ron Hughes and Natalie Tran will be moved to our school and attached to the Office of the Dean. For now, the Dean considers them as the Science Education Affinity Group. Funding for their salaries will follow them and they will be housed on the fourth floor of Science I.

   Field Trip Records  
   Ms. Bishop reported that there was a field trip audit by the Chancellor’s Office over the summer. The auditors had requested for each course the following: 1) itinerary, 2) syllabus, 3) class roster, 4) signed liability waiver forms, 5) participant list, 6) travel arrangements, and 7) designated drivers documentation. She went on to say that this information had been provided to the administrative coordinators at their meeting on September 16, 2009, and the documentation should be retained for a minimum of three years.

   Fourth Floor of Science I  
   Dean Blanco conveyed that the south computer lab of the fourth floor of Science I will host 41 computer stations and will be shared by Nursing, Chemistry, and Biology. The north lab will be a physiology lab; the PEAK program will maintain the first floor lab.

   NIH Grant  
   Dean Blanco stated that he had been informed that the grant proposal had passed the first round of review.
Nursing Clinical Facility
It is planned that the Nursing Clinical Facility will be completed during the winter quarter and available for use during the spring. The Group II purchases are under review.

4. Budget
A general discussion of the unprecedented budget times occurred. Some of the topics included Dr. Thomas stating that it is hard to design a program without knowing if there will be further reductions in the years to follow. Dean Blanco agreed as he cannot say with any certainty what will happen in future budgets beyond 2010-11. Dr. Kemnitz emphasized the importance of departments being lean as to avoid having the campus looking to place them on the “chopping block.” Dr. McBride inquired if summer school will continue to be offered with additional funding as that would assist the Biology department in achieving their target. He continued to say that services to CSUB-AV should be considered as it costs the department money to send faculty there. Dr. Gebauer reported that John Tarjan has stated that operations in the Antelope Valley cost the university $800,000/yr. beyond the fees collected and only produce 10% of the FTES. He suggested that the university consider canceling the CSUB-AV operations and Athletics in order to save $2.8M. Dean Blanco encourages the departments to continue to renovate their programs in order to make them more efficient and economical while examining the university’s budget and operations.

5. Curriculum
None.

6. Associate Dean’s Report
Dr. Kemnitz presented the FTE by instructor (rebenched) totals from Institutional Research, Planning & Assessment (see handout). According to the information, NSM appears to be on target for their fall target.

7. Chairs’ Report
None.

8. Old Business
None.

9. New Business
Academic Realignment
Tabled.

WASC
The Western Association of Schools and Colleges (WASC) will be on campus in October. Dean Blanco asked that the chairs please advise department members so that they will be aware of who they are and their purpose.

10. Adjournment
Meeting was adjourned at 12:30 p.m. Next scheduled meeting will be October 6, 2009, 11:00 a.m. – 12:30 p.m.

Meeting notes respectfully submitted,

Laura Ann Bishop
Approved as amended 10/13/09