Minutes of the NS&M Administrative Council Meeting  
Tuesday, November 17, 2009  
11:00 a.m.  
Science III Conference Room – Room 100

Present: Blanco, Baron, Bishop, Gebauer, Keltner, Kemnitz, McBride, Meyer, Thomas and Trigos.

Meeting was called to order at 11:01 a.m.

1. Approval of Minutes  
Dr. McBride motioned to approve minutes of 11/3/09; Dr. Thomas seconded the motion. All in attendance voted to approve the minutes with two abstentions. Dr. McBride also motioned to approve the minutes on 11/10/09 and Dr. Thomas seconded the motion. The minutes were approved with one abstention.

2. Dean’s Remarks  
None.

3. Brief Announcements  
Staff Furloughs  
Dean Blanco distributed the CSUEU grievance settlement regarding furloughs (see R02-2009-306, CSUEU, Systemwide).

Public Requests for Information Policy  
The Public Requests for Information policy was electronically distributed by Ms. Bishop on 11/16/09. If an individual would like to request information, it should be put in writing and then forwarded to Ms. Beverly Byl of University Advancement.

CSU Science Deans Letter  
The science deans from the CSU campuses have submitted a letter to each campus’ provost in response to the budget crisis (see November 5, 2009 letter).

DCLC Meeting  
The Department Chair Leadership Council is meeting on November 18, 2009. This will be a good opportunity to see if other programs are making any efforts to overcome the budget crisis.

Fall Commencement  
The Fall Commencement is on November 30, 2009, at 1 p.m., in the Icardo Center.

Engineering Day  
The Department of Geology will be hosting an Engineering Day on February 18, 2010 (see flyer). It attracts about 500 select high school students. Any program that would like to have a facility highlighted should make arrangements with Dr. Baron.

Anthropology Faculty Joining Geology  
There is a rumor going around campus that Dr. Robert Yohe of the Anthropology department will be joining the Geology department and is coupled with an agreement between CFA and the administration that there will be no layoffs in Geology in the foreseeable future. Dean Blanco stated that there is a moratorium in the Anthropology department. Of their four faculty

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members, one is retiring and another has accepted an offer of employment elsewhere. Dean Blanco will meet with the Geology department to get their recommendation on Dr. Yohe joining their department. The Biology department did not support the other remaining Anthropology faculty, Dr. Brian Hemphill, joining them.

4. **Budget**
   None.

5. **Curriculum**
   Dr. Trigos presented the Department of Mathematics plan for 2010-11. There was a brief discussion about actions they are considering, including reducing the WTUs for every course to 5, postponing offering electives, and offer larger sections for MATH 101, 140, 190, 191, and 192. In short, they will need a minimum of two lecturers in order to meet target and of those two positions, one might be funded through external sources.

6. **Associate Dean’s Report**
   **FTES – Fall & Winter Qtrs (Handout)**
   Dr. Kemnitz provided updated information on FTES for Fall 2009 & Winter 2010 quarters. An additional column for courses with low enrollments in Winter 2010 was added to the end of the table.

7. **Chairs’ Report**
   None.

8. **Old Business**
   None.

9. **New Business**
   None.

10. **Adjournment**
    Meeting was adjourned at 12:27 p.m. Next scheduled meeting will be January 12, 2010, 11:00 – 12:30 p.m., Science III Conference Room.

Meeting notes respectfully submitted,

Laura Ann Bishop

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