Minutes of the NS&M Administrative Council Meeting
Tuesday, January 26, 2010
11:00 a.m.
Science III Conference Room – Room 100

Present: Blanco, Bishop, Boschini, Gebauer, Horton (for Baron), McBride, Meyer, Raczkowski (for Trigos), and Thomas.

Meeting was called to order at 11:02 a.m.

1. Approval of Minutes
   Dr. Gebauer motioned to approve minutes of 01/12/10 as presented; Dr. McBride seconded the motion. There were two abstentions; all others in attendance voted to approve the minutes as submitted.

2. Dean’s Remarks
   Budget Update
   The campus BAC met last Friday and there is no new information available regarding the campus’ budget. Dean Blanco recommended that NSM continues with the two-year budget plan and if additional funds are allocated at a later date then programs can be expanded. Dr. Gebauer added that some proposed changes presented to the NSM Administrative Council as part of the 2010-11 plans have not been submitted to the NSM Curriculum Committee. Since course schedules need to be entered into PeopleSoft soon, it is suggested that changes be submitted soon.

   Summer Program
   Courses will be offered though Extended University this summer, with few exceptions, therefore no equity plans will be invoked. Further details will be presented at the Department Chair Leadership Council in February. Departments need to make recommendations and justifications for their proposed offerings to Dean Blanco. FTES will not be credited to the departments. Students will pay per unit and financial aid will be available.

3. Brief Announcements
   Tutors for Science & Math
   While funding for OASIS through Title V has decreased significantly, new tutoring for the sciences is being explored on the fourth floor of Science I as a way to create a new hub for these majors. Dr. Charles Lam has agreed to coordinate the math and science tutoring efforts. Dean Blanco posed the question of how important is it to fund if other funding (such as Title V) is not available? While most everyone agreed that it is important to provide tutoring to the different NSM disciplines, funding tutoring should not mean that faculty or programs are cut any further than already proposed for the 2010-11 year. Work Study students should be explored as an option.

   Interim Associate Dean
   Dr. Kamel Haddad will start in the NSM Office of the Dean as Interim Associate Dean on February 15, 2010.

Approved 03/09/10
New Lab Scheduling
Science I, room 408 will start to be scheduled. Nursing will enter their own schedule and the NSM Office of the Dean will do the balance for Biology and Chemistry as the room is not intended for general campus use. Ms. Bishop will explore a private Meeting Maker account for scheduling purposes.

NSF Pipeline to Technology
Dr. Meyer is looking for suggestions for speakers to be funded through his grant.

Engineering Deans Meeting
Dr. Thomas will attend the teleconference of the Engineering Dean meeting on Thursday, January 28, 2010, as Dean Blanco will be out of the office the rest of the week.

4. Budget
Dean Blanco has received a commitment from the Provost that funds left over at the end of the fiscal year will be rolled forward to the next year. The availability to individual departments will be contingent on the entire school ending on budget. The exception will be lab fees as they are not allowed to be rolled forward.

5. Curriculum
None.

6. Associate Dean’s Report
None.

7. Chairs’ Report
None.

8. Old Business
Meeting Schedule
The NSM Administrative Council meetings will remain on Tuesdays at 11:00 a.m. as alternate time/day was not available.

Final Exams
Dr. Gebauer reported that not all faculty responded to Academic Scheduling by January 15, 2010 to request a room. This format is a trial to see if the same scheduling can be applied in the Spring quarter so that undergraduate students will not have finals on the day of their commencement.

Publishing Minutes
All department representatives present agreed that publishing the minutes of the NSM Administrative Council is acceptable.

9. New Business
RTP
Retention, Tenure, and Promotion (RTP) files are due to the NSM Office of the Dean soon. Department committees should go to the NSM Office of the Dean to review the Personnel Action Files, including those of lecturers. Dr. Gebauer reported that his department found the form on the Faculty Affairs website for faculty to request an optional fourth probationary year
review. It seems beneficial for all concerned to have the fourth probationary year review completed.

10. Adjournment

Meeting was adjourned at 12:16 p.m.

Meeting notes respectfully submitted,

Laura Ann Bishop