Minutes of the NS&M Administrative Council Meeting  
Tuesday, March 09, 2010  
11:00 a.m.  
Science III Conference Room – Room 100

Present: Blanco, Baron, Bishop, Gebauer, Gilchrist (for Boschini), Haddad, 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 01/26/10 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**
   **Graduation Rate Task Force or Access to Success Committee (A2S)**
   The Chancellor’s Office has asked all 23 campuses to create a task force to address graduation rates in response to the Access to Success Initiative. A CSUB brief summary was distributed. CSU’s graduation rate is about 46%. Dr. Baron inquired if data is available for individual programs and Dean Blanco responded that it is not at this time.

3. **Brief Announcements**
   **Welcome**
   Dr. Kamel Haddad was welcomed to the NSM Administrative Council as the NSM Interim Associate Dean.

   **NSM Scholarship Pamphlet**
   The pamphlet describing scholarships for NSM majors was distributed. It will be included in the letters that are sent out to high school juniors inviting them to apply for admittance to CSUB, particularly for NSM disciplines.

   **Summer Courses**
   Summer courses offered though Extended University this summer will be advertised soon. Dr. Craig Kelsey is the summer dean.

   **Technical Support**
   Mr. Tom Osborn is considering retirement. Dean Blanco is exploring options to keep him here at least part-time, but HR has reported that CSUEU only wants 60-day appointments. The matter is still under consideration.

   **PAF Review by RTP Committees**
   All department RTP committees need to review Personnel Action Files (PAF) and sign the access sheet. The Working Personnel Action File (WPAF) file is property of the faculty, which is submitted for review during the RTP process. Unlike the WPAF, PAF’s are independent files and are kept in a controlled environment. Staff do not have PAF/WPAF files.

Approved 04/06/10
Computer Engineering
The market survey final report was distributed. There is student interest and the program would be viable. The next step will be to bring a proposal to the NSM Curriculum Committee for their recommendation. The next step will be to forward the proposal to the Academic Senate in the spring for their recommendation. Theoretically, the first cohort could be admitted in fall 2011 if all falls into place, including funding from external sources.

STEM Education Group
Dean Blanco reminded the NSM Administrative Council that Drs. Ron Hughes and Natalie Tran were transferred to NSM in the fall of 2009. They are currently instructing Teacher Education courses, but the FTES follows the primary department assignment, not the discipline that is taught. Dr. McBride inquired if they will be transferred to SS&E once the new dean has been hired. Dean Blanco responded that it is not anticipated and suggested that NSM may benefit from having a STEM education group.

Commencement Participation Policy
The H&SS policy for Petitions for Exception regarding participation in commencement was distributed. Ms. Bishop suggested NSM adopt the same policy, except that the deadline be extended to April 15, 2010, and graduate students names be included in the program as the Biology department has indicated that the catalog states that they have until the second week of the quarter in which they are to graduate to apply. There was no objection.

Spring Final Exam Schedule
The Final Exam Schedule—Spring 2010 was supplied. The schedule was designed so that any students participating in a commencement ceremony will not have a conflict with final exams.

TLC (Dirkse) Workshops
A copy of an email regarding workshops by Dr. John Dirkse for faculty was circulated.

Assessment Office Hours and Assessment Workshop (TQP)
Dr. Gebauer stated that campus cannot ignore the need for assessment. It is a requirement for accreditation (program and WASC). Evidence will need to be produced for WASC by the end of fall ’10 or with an extension by spring ’11. WASC accreditation is required for Federal financial aid. In addition, there is a proposal that program reviews will contain an assessment component and funding will be based partially on assessment. Assistance from the Assessment Fellows is available (see office hours and professional development workshop for faculty fliers).

Procurement Training
A copy of an email message for the Annual Procurement Training was distributed. Ms. Bishop noted that the time conflicts with training by Academic Scheduling for the department coordinators and that Procurement will endeavor to distribute the training materials and/or offer additional training.

Executive Order 1045
A reproduction of the Executive Order 1045 memorandum from Chancellor Reed was handed out.

Approved 04/06/10
Celebrate CSUB!
The Celebrate CSUB! event is slated for Saturday, April 24, 2010. Departments interested in participating should contact Ms. Evelyn Young or visit http://www.csub.edu/celebrate/facil/reservationform.html.

Science & Math Open House
The February Science & Math Open House sponsored by CCRAA-HSI went well. Dean Blanco extends his appreciation to all departments and individuals that participated in making this event successful.

4. Budget
There has not been any new information released to lead Dean Blanco to believe that the budget situation will be any better than previously presented. It is anticipated that the state enact a new procedure in which the CSU system will pay for their expenses and then request reimbursement from the state. A revised 10-11 budget was distributed. The salary column is based on 2009-10 staffing and does not take into account the need for operating expenses and further personnel cuts if the current furlough program ends.

The current fiscal year is on budget, but there are no additional funds available from the Office of the Dean. In addition, when Dr. Haddad joined the NSM Office of the Dean, Mathematics was allowed to retain the balance of his salary allocation in order to hire replacement lecturers. Dean Blanco thanked all the units for staying within budget.

5. Curriculum
None.

6. Associate Dean’s Report
Dr. Haddad was alerted to a problem with NSM’s Liberal Studies offerings. The FTES for SCI 111/112 sequence is going elsewhere, specifically Bakersfield College (BC). Ms. Pam Connors of Liberal Studies has almost guaranteed 45-50 students in the SCI 111/112 sequence if we offer it beginning in fall ’10 with the condition that the courses not be canceled. As a result, GEOL 214 needs to be moved to spring ’11 as SCI 111/112 sequence is a pre-requisite. Dr. Meyer was committed to staffing the SCI 111 course in fall ‘10; Dr. Gebauer to staff SCI 112 in winter ’11 with the assumption that there will be funding allocated for that specific purpose. Both SCI 111 and 112 will have two labs if 45-50 students enroll. Dr. Haddad recommends this course of action as C-SET passing rates for Liberal Studies in the Math-Science portion has gone from above the CSU average to the lowest in the system for CSUB students. He believes that the drop is due to the students having been pushed to General Education courses that have different course content. Dr. Gebauer added that this drop began when Liberal Studies started to accept CHEM 101 as a substitution for SCI 112. Dr. Haddad also gave out an updated NSM Dept. FTES spreadsheet. Enrollment for the spring term appears low.

7. Chairs’ Report
None.

8. Old Business
None.

Approved 04/06/10
9. **New Business**
   
   **NSM Website**
   The website for NSM is undergoing some changes. Dr. Haddad will have the changes on limited view until everyone has an opportunity to comment. Some similarity of the department web pages is desired to facilitate navigation.

   **Program Review**
   Chemistry has recently completed their 5-year Program Review. Dean Blanco reported that it was well-written and documented.

10. **Adjournment**
    
    Meeting was adjourned at 12:44 p.m.

Meeting notes respectfully submitted,

Laura Ann Bishop