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


Meeting was called to order at 11:05 a.m.

1. Approval of Minutes
   Tabled.

2. Dean’s Remarks
   None.

3. Brief Announcements
   Summer Hours
   Dean Blanco reminded everyone about summer hours. Dr. Gebauer stated that the scheduling discourages research as there is no air conditioning on Fridays and over the weekends.

   Commencements
   Commencement ceremonies are on 6/8 and 6/11/10. Faculty is reminded to order/rent their regalia from the Runner Bookstore.

   Fire Code Violations
   The school has been cited with many fire code violations. While many areas did not receive the citations in a timely manner, Dean Blanco requested that we attend to them in order to avoid fines and/or closure.

4. Budget
   2010-11 Budget
   The number of FTES that can be achieved should be separated into two categories: those that can be achieved with the base budget and those that will be the result of non-state funding (such as one-time allocation and/or external support). Dr. Haddad reported that Physics and Geology have trimmed their course schedules for 10-11 to the leanest point and suggests the Dean covers the deficit in those programs (see 5-4 Reduction Impact 10-11 2). He continued to by saying he is not yet certain about Nursing’s program as he is still awaiting for a response.

   Stimulus Funding
   Dean Blanco requested that departments submit today the additional courses they would like to offer if additional sources of funding were identified. The courses should identify as a class that students would sign-up for during Orientation (not necessarily GE; entry-level major and service courses), a special need of the program with justification, or a course with constraints, such as cannot locate part-time lecturer to fill. All three categories must include a dollar total and will be coupled with the Nursing shortfall so there will be an overall single request from the school.

   Sabbatical Funding

Approved as amended 09/28/10
Dr. Trigos stated that he believes that the salary difference for faculty on sabbatical is taken away from the department and would like to have that restored. Ms. Bishop explained that the current budget cycle spans over two years. The department of Mathematics is not getting any less funding in 10-11 than they did in 09-10, actually slightly more. There are no planned furloughs for 10-11 so the allocation will not cover as many salaries. Dean Blanco continued by stating that sabbaticals are specified in the contract, but no additional funding comes to the school to cover the leave; it is assumed the cost is covered by the unit.

**Indirects**

It is customary in many campuses to allocate 8% of indirects to minimally cover the Grants, Research, and Sponsored Programs (GRaSP) office. If a grant does not allow for indirects, the GRaSP department does not get any funding for their operations. If a grant allows for more than 8%, that helps the GRaSP office operate in the absence of indirects. Provost Coley has asked Dr. Blanco in his GRaSP role to draft an F&A policy that can then be shared with other campus units before adoption.

5. **Curriculum**

None.

6. **Associate Dean’s Report**

Dr. Haddad disbursed the amended version of the Memorandum of Understanding for course scheduling in the 9:30 timeblock with Math and asked that the department chairs review/respond by 5/14/10. The PHYS 201/202/203 has been removed and several points have been added to prevent conflict between the Biology and Chemistry sequences. Both Drs. Trigos and Gebauer inquired as to why the MATH 211/212 sequence had been removed, as the MATH 201/202/203 is sequence that is optional for pre-med and chemistry majors, but they have to take calculus. Dr. Haddad responded as the students have the option of PHYS 221/222/223 and Dr. Meyer reported that the physics sequence is generally taken the year after. Where others only have three partner classes, Physics has six and that makes their schedule almost impossible. In addition, Physics is trying to separate the PHYS 201 from PHYS 221 and so forth. Dr. Gebauer suggested removing the PHYS 221/222/223 sequence and replacing it with the PHYS 201/202/203 sequence as PHYS 201 is a pre-requisite for PHYS 221.

7. **Chairs’ Report**

None.

8. **Old Business**

None.

9. **New Business**

None.

10. **Adjournment**

Meeting was adjourned at 12:26 p.m.

Meeting notes respectfully submitted,

Laura Ann Bishop

Approved as amended 09/28/10