Minutes of the NS&M Administrative Council Meeting
Thursday, June 10, 2010
11:00 a.m.
Science III Conference Room – Room 100

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

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

1. Approval of Minutes
   Dr. McBride made a motion to approve the minutes of April 6, 2010; Dr. Thomas seconded the motion. There was one abstention and all others were in favor of approving the minutes as presented. Ms. Bishop will endeavor to have the rest of the minutes prepared by Monday of next week. The minutes will be circulated electronically and will ask for approval.

2. Dean’s Remarks
   Dean Blanco remarked that there is no agenda for this meeting. It is meant to serve as a wrap-up to the year and provide the department chairs an opportunity to bring up issues or make announcements.

3. Brief Announcements
   Summer Employment Appointments
   Dean Blanco distributed the e-mail memorandum from Human Resources regarding summer employment appointments. Paperwork to hire employees, as well as acceptance of appointment letter, needs to be completed prior to the employee’s start.

   Waitlists in PeopleSoft
   The department of Mathematics is the only one in the school to adopt the waitlist function in PeopleSoft for fall ’10. Utilizing the waitlist function makes a case for demand and the plans are to institute it for the entire campus. Another option, Dr. Haddad suggested, is to open a shadow section with enrollment set to zero if the course will potentially be offered at a different time than the waitlisted course.

   CPT
   Dr. Gebauer reported that students taking the Chemistry Placement Test are doing better. There used to be about a 25% success rate that he now estimates is approaching 65-70%.

   Year-End Deadlines
   Ms. Bishop reminded the NSM Administrative Council of the fiscal year-end deadlines.

   Summer Hours
   Ms. Bishop mentioned that the campus summer hours start on June 14, 2010 and that department chairs should work with their staff to determine work schedules.

   Summer Appointments
   Extended University will issue faculty contracts for courses being offered through their division. It is customary to seek advisement from the stateside department as to who is qualified to teach a specific course that meets degree requirements. Concurrent enrollment funds are issued to the school and used for department purchases throughout the academic year.

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New Schools
The two new schools (Arts & Humanaties, and Social Sciences and Education) will be constituted as of June 22, 2010 and the other two schools (SoE and H&SS) dissolved. The new deans are set to start on August 1, 2010.

Staff Evaluations
Staff evaluations are due on June 30, 2010. Forms should be routed to the NSM Office of the Dean for signature. Department Chairs are asked to give careful consideration to the marks they issue and to take the time to set goals for the following academic year.

Textbooks in PeopleSoft
The deadline for entering textbook information in PeopleSoft is July 1, 2010. If no textbook is required, that also needs to be indicated. Faculty need to provide their course materials to the Administrative Coordinator for their department so the deadline can be met.

Retirement of Tom Osborn
Mr. Tom Osborn has announced his intention to retire. It will be a challenge to find a replacement with similar experience.

4. Budget
2010-11 Budget
Dean Blanco reported that there has not been any further updates regarding the 2010-11 budget, nor has the stimulus funds been allocated. He further reiterated that it is unfortunate that external funding has to be used to subsidize course offerings for lack of State resources.

5. Curriculum
None.

6. Associate Dean’s Report
Dr. Haddad distributed the course schedule for fall ’10 for all to be aware of course offerings and current enrollments.

7. Chairs’ Report
None.

8. Old Business
None.

9. New Business
None.

10. Adjournment
Meeting was adjourned at 12:05 p.m.

Meeting notes respectfully submitted,
Laura Ann Bishop

Approved 09/28/10