Administrative Council Meeting
Tuesday, September 28, 2010
11:00 a.m.
Science II Conference Room – Room 165


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

1. Book Orders (time certain)
   Dr. John Hultsman attended a meeting of the NSM Administrative Council to better understand issues related to book orders. The Department Chair Leadership Council had written a letter identifying complaints regarding the campus bookstore that took place during the last academic year. Dr. Gebauer noted that there are not enough ‘clickers’ in stock. Dr. Trigos remarked that the books sold on campus are too expensive. Dr. Haddad communicated that Extended University may not be entering all the required book information; error reports should be flagged in a way that the correct division is notified. Dr. Horton conveyed that the textbook information is requested to be submitted very early. Dr. Hultsman noted that the deadlines are set by the Academic Senate. Dr. Hultsman requested that any additional problems related to book orders be emailed to him for corrective action.

2. Approval of Minutes
   The minutes of May 11, 2010 were corrected. Dr. Trigos made a motion to approve the minutes of April 13, May 4, May 11 (as amended), and June 10, 2010; Dr. Gebauer seconded the motion. All present were in favor of approving the minutes.

3. Dean’s Remarks
   WASC
   Dean Blanco stated that a report from Western Association of Schools & Colleges (WASC) was available and announced that Dr. Curt Guaglianone is leading the response effort. Dr. Gebauer noted that it is important to provide a good response or the review period may be shorter than 10 years. Dean Blanco emphasized that everyone should be aware of the role that WASC exercises in re-accrediting the university and asks the chairs to discuss with their faculty the WASC process.

   Academic Data
   Accurate academic data is essential for decision making and yet it has been difficult to obtain since the implementation of PeopleSoft. A software that interfaces with PeopleSoft, iStrategy, was purchased about a year ago to help the campus access data available in PeopleSoft without the need to be a PeopleSoft expert. Currently, Admissions & Records is testing this new product which requires verifying the data accuracy. In order to develop an inventory of academic data unmet needs, Dean Blanco requested that the chairs provide their data needs, prioritized by essential vs. wish list. Dean Blanco will summarize the school’s needs for Provost Coley. Dr. Haddad also requested that the chairs review the Program Scans provided by IRPA for the purpose of identify what is inaccurate or missing. These scans will be important in the preparation of Program Reviews in the future.

4. Brief Announcements
   Staffing

APPROVED 10.04.11
Rhonda Rutledge, Administrative Support Coordinator for Mathematics, has accepted a position in Academic Programs. Martie Martinez, one of Nursing’s Administrative Support Coordinators, has been reassigned to the Student Union.

Material Dissemination
In order to reduce the number of copies made, the department chairs were asked to review materials and indicate if they would like to obtain a copy. The materials included: CSUB Fall 2010 Music & Theatre Events Calendar; Statewide Senate Report September 2010; NSF: Foreign Science and Engineering Students in the United States; Ford foundation Fellowship Programs; Greater Bakersfield Chamber of Commerce Metro Business Journal; CSU International Opportunities for Faculty; Activity Insight Administrator’s Guide; Chancellor’s Doctoral Incentive Program: Directory of Recipients January 2010; The Department Chair: A Resource for Academic Administrators; Walter W. Stiern Library Newsletter; Save the Date: Carbon Capture and Sequestration Public Workshop; Creativity, Inquiry, and Discovery: Undergraduate Research In and Across the Disciplines; and The Early Start Program -- E.O. #1048. Other hand-outs were School of Business & Public Administration: Agri-Business Concentration Proposal; an email regarding the Bakersfield Business Conference; Travel Support for Student Researchers 2010-2011 flier; Fee Schedule 2010-2011 memo; Diverse Blog: STEM Watch; Response to: “Comprehensive Broadening Participation of Undergraduates in STEM (CPB-US);” and AMSA ARC/UCD poster.

Student Complaint and Grievance Procedures
A discussion about this matter took place. It was agreed that it is important to follow the proper procedure when students want to exercise their right to issue a complaint and/or grievance, either formal or informal.

Safety Violations
Safety violations were distributed and the departments were asked to endeavor to correct said items.

Computer Engineering
The Academic Senate has approved the proposal to offer a new BS in computer engineering. Dean Blanco indicated that the funding agency has not yet awarded any funding and our proposal is still pending.

AfricaArray Scholarship
Information for Geology students interested in applying for the ‘AfricaArray’ scholarship was distributed.

Dr. Yung’s Visit
Dr. Yung of Centennial Medical Group visited the campus as he is interested in making a donation to CSUB. Dr. Yung is interested in serving as a CSUB ambassador in motivating other community members to also donate to the campus. Departments were encouraged to gather and update information so that it is readily available for such opportunities, especially when they take place with short notice. It is also desirable to maintain a list of areas with active research with descriptions for the general public and recent publications.

Chevron REVS-UP

APPROVED 10.04.11
Summer 2010 program was successfully completed with the largest participation to date. The proposal for the next year will ask for support for the NSM Student Center. Dr. Horton added that Chevron will be on campus today to conduct job interviews with Geology students.

Title V – Computer Engineering
If the pending proposal is awarded, Computer Engineering will have external funding for five years. If it is not awarded, it is planned to resubmit it and keep a broader appeal similar to the CCRAA proposal that was funded.

Center for Community Engagement & Career Education (CECE) Liaison
Ms. Jane Evarian will be the CECE liaison to NSM since Ms. Melanie Butler transferred to the School of Arts & Humanities.

Anthropology Move
Dean Blanco announced that the Anthropology program will be moving to NSM under Geology. A discussion took place and some members indicated that this process, moving Anthropology without consultation, is not a good example of shared governance. Dean Blanco stated that Academic Affairs is trying to find a good fit for this small program with approximately 40 majors. Dr. Horton said that he, as Geology Department Chair, was not included in the meeting with Drs. Coley and Chris Meyer that occurred earlier this morning. Questions were raised about the status of the program: is it in a ‘teach out’ mode? Is it under a moratorium?

5. Budget

6. Curriculum
   NSM Curriculum Committee Update
   Tabled.

   Assessment Report
   Tabled.

7. Associate Dean’s Report
   Enrollment
   Dr. Haddad reported that FTE/Enrollment is now published on the IRPA website. He will be present complete information in the next meeting.

8. Chairs’ Reports

9. Old Business

10. New Business

11. Adjournment
    The meeting was adjourned at 12:36 p.m. The next meeting is scheduled for Tuesday, October 5, 2010, and tabled items will be addressed at that time.

Meeting notes respectfully submitted,
Laura Ann Bishop

APPROVED 10.04.11