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

1. **NSM Student Center (time certain)**
   Ms. Denise Tucker gave a brief presentation of the services offered by the NSM Student Center and the overhaul of the orientation process. With the assistance of Ms. Sonia Silva, Ms. Tucker has made a guide for first-time freshmen to explain the registration process. During the fall 2011 orientation, there will be no walk-ins and student must have taken the ELM and EPT in order to attend. Some functions she performs are advise on GE courses, process transfer evaluations, remove holds, change majors, and add/drop classes. Students on academic probation are also being addressed. They have been contacted, must meet with their advisors, and are required to complete an Academic Progress form by the second week of each quarter. Dean Blanco reported that television monitors, like the one outside of the NSM Student Center, will be installed in all the Science buildings and Nursing. Dr. Horton inquired if concurrent enrollment works in the reverse, where CSUB students can take classes at BC. Ms. Tucker said that in theory it should as it is approved at the Chancellor’s Office, but she knows of one student that BC declined to accept and she will discuss the arrangement with Dr. Mimms. She continued to state that Ms. Denise Romero is working with local colleges to make a smooth transition for the Transfer Admission Guarantee students. In addition, Dean Blanco inquired what additional services could be offered by the NSM Student Center so that operations could be expanded. Suggestions can be submitted to Dean Blanco or Dr. Haddad.

2. **Approval of Minutes**
   Tabled.

3. **Dean’s Remarks**
   **Funding Model**
   Dean Blanco presented the new funding model for Academic Affairs. The model was not distributed as it is based on an older target. The new target for NSM is 1,524. Since the funding shown in the model is not possible due to lack of money, Provost Coley has assigned an SFR of 18.9 for NSM. Additional faculty is calculated not at the market rate, rather the replacement rate of $49,600 annual salary. The administration/staff line includes department coordinators and lab technicians. The model also includes $100,000 of discretionary funding and $50/FTES for Operating Expenses.

   NSM must demonstrate special, legitimate needs of the school. Any additional funding requests beyond what is planned for Operating Expenses, etc. should be put on the distributed forms. Examples of additional expenses may be accreditation, assessment, and equipment maintenance/refreshment. Particular attention should be given to costs that are on-going, not just one-time expenses, so the school can ask for funding to be added to the base budget. If additional funding is needed for adding sections, the chairs are asked to complete that form as well. However, added courses and sections are one-time requests and it will not increase the
base budget. All information needs to be given to Dr. Haddad within the next week as Dean Blanco is to report for the school in a meeting with the Provost in two weeks.

Data Needs
On October 19, 2010, the Provost will meet with the school deans to determine the data needs that are not routinely being met. Dean Blanco urged the department chairs to submit things they would like to have so that he can go to the meeting with the school needs. Dr. Thomas reported that access to data is not readily available and there are times that data is needed to prepare reports, such as program reviews. Dr. Haddad expressed a desire to have a data analyst in the school where one could go to get data, instead of having to call various campus offices. As it is now, the IRPA office is overwhelmed with requests. From all the comments, Dean Blanco concluded that the scan data provided does not contain all that is needed to prepare a program review. Dr. Gebauer added that the scan data is always a year old and program reviews would benefit from current information, particularly if significant changes have been made. Requests should be e-mailed to both Dean Blanco and Dr. Haddad.

4. Brief Announcements
   Computer Engineering
   There will be a press conference on October 6, 2010, 10:30 a.m., in the foyer of the Dezember Leadership building, for President Mitchell to announce the launching of Computer Engineering. CSU mentor will now show Computer Engineering as an option at CSUB.

   Dean Blanco will be traveling to the Lancaster University Center with Mr. Pat Jacobs to examine the engineering facilities that are now being run through Long Beach in order to provide a cost analysis. New proposals are being prepared and we would like to bring in additional engineering space for the university. In addition, Drs. Blanco, Thomas, and Wei Li will be going to Boston next week to visit Franklin W. Olin College of Engineering, which is a campus that has followed a liberal engineering plan, is accredited, and been in operation for almost ten years.

   Tom Osborn’s Retirement
   Tabled.

   Career Center Liaison
   Tabled.

5. Budget

6. Curriculum
   NSM Curriculum Committee Update
   Tabled.

   Assessment Report
   Tabled.

   Human Biology
   Tabled.

   Malaysia Cohort

APPROVED 10.04.11
7. **Associate Dean’s Report**

*Enrollment*

Dr. Haddad distributed NSM FTES graph, as well as IRPA’s FTE as of 9/29/10. We are on track to exceed the target, either if it is 1,488 or 1,524. Dr. Gebauer inquired if we exceed target, will it affect our funding. Dean Blanco said that it is understood that funding is linked to target. However, the overall school target is negotiated with the Provost and we cannot unilaterally increase our school enrollment and expect additional funding. Similarly, within the school, departments should consult before a unit decides to increase enrollment; funding follows targets not achieved FTES. Overall, it is a good practice for the school to exceed target every year (even if no additional funding is provided) in order to request a larger target (and thus more funding) the following year. Dean Blanco also stated that it is important for the department chairs to monitor what it is the most they can achieve within their budget allocation.

*Waitlist Function*

Tabled.

*Speaker’s List*

Tabled.

*Summer Institute*

Tabled.

*New Student Socials*

Dr. Haddad discussed having a new student social with the faculty present rather than student clubs so the new students to the school get some attention. The NSM Student Center would be instrumental in arranging the function. Dr. Horton said he thought students would respond better to student clubs organizing the event; they might be less intimidated by fellow students. Dr. Gebauer reported that the lack of student clubs for certain majors, such as Natural Sciences, could result in some students being overlooked. Dean Blanco welcomed all of the ideas and said it is important for some type of activity to occur.

8. **Chairs’ Reports**

9. **Old Business**

10. **New Business**

*2010-11 Searches*

Dean Blanco distributed the new criteria for faculty searches. The searches for this year will include one position for Chemistry, two positions for Nursing, two for Computer Engineering, and under consideration is one for Biology as well. Everyone should submit a plan of where they believe their department will go in the next five years.

*Staff Positions*

Tabled.

*NSM Hawks Programs (Trigos)*
Tabled.

11. Adjournment
The meeting was adjourned at 12:31 p.m. The next meeting is scheduled for Tuesday, October 19, 2010, and tabled items will be addressed at that time.

Meeting notes respectfully submitted,

Laura Ann Bishop