Administrative Council Meeting -- REVISED
Tuesday, October 26, 2010
11:00 a.m.
Science III Conference Room – Room 100


Meeting was called to order at 11:03 a.m.

1. Approval of Minutes
   Tabled until next meeting.

2. Dean’s Remarks
   FTES Targets & Funding Model
   FTES Target by Program & Enrollment Projection (Handouts)
   It was reported that the new FTES target for the School is 1568 and 6861 for CSUB. A discussion about how to best allocate excess FTES to departments must continue to be addressed by the Council. Dr. Blanco asked the chairs to analyze their scheduling strategies that will allow them to meet their department target and possibly exceed it.

3. Brief Announcements
   Dr. Jung’s Gift
   It was reported that faculty made a presentation on behalf of NSM to a possible donor, Dr. Jung. This donor is considering making a gift to acquire a DNA sequencer, a cost of $125K. He is also interested in some programs in the School of Arts & Humanities. Dr. Jung plans to return and meet with faculty.

   Sabbatical Applications (Handout)
   It is important that department committees and chairs consider resources, both financial and human, in their recommendations. There is no funding allocated for this purpose. Departments must cover the sabbatical within their budget.

   Key Policy (Handout)
   CSUB Campus Key Policy, for information.

   New Proposals
   Title V HSI grant for $3.8M was received that will permit the launching of the Computer Engineering program. The department of Computer Science (that should be renamed) is in an excellent position to add an Electrical Engineering track as the required facilities will be available for this purpose. Thus, in the future, establishing a BS in Electrical Engineering is very conceivable.

   Two new proposals are under preparation: 1) a collaborative project with Bakersfield College, and 2) an individual (solo) proposal. The idea is to continue to build upon the work started with the CCRAA grant and continue to expand opportunities for the students of the region. We are considering a third degree in general engineering (in addition to computer and electrical engineering degrees); a likely name would be Engineering Sciences to establish synergies between the sciences and engineering. This new degree would have several tracks that would allow us to connect with the local needs such as Energy, Power, Biotechnology, and Management. Both computer and electrical engineering can be housed in Science III but a third
engineering degree requires additional space. The proposals will request funds to add temporary buildings. These grants do not allow the hiring of new faculty but faculty can be assigned to perform the goals of the proposal. In the months ahead, in preparation for the submission of these proposals, interested faculty will be contacted for ideas.

**CSUB Letter – SB 1440 (Handout)**
Dr. Blanco introduced SB1440 and urged everyone to become knowledgeable with this legislation that the Governor signed. It was suggested that the departments revisit the articulation agreements in existence with BC and other community colleges. Perhaps A&R might be able to provide us with a list of articulated courses with BC. It will be important to meet with the BC faculty, discipline by discipline, to establish an understanding about the implications of SB1440. An opportunity exists to make our courses available to BC students if BC is unable to offer them. Dr. Blanco asked Dr. Haddad to organize and lead NSM efforts related to SB1440.

**Intersession (Handout)**
Extended University’s Winter intersession email, for information.

**Research, Scholarship, and Creative Activity (Handout)**
Dr. Blanco reported that the Chancellor’s Office is releasing funds for the research competition; the allocation to CSUB is $44,320. In 2009, the CO made no allocation. GRASP will soon announce the timeline for this program.

4. **Budget**
Academic needs must be accompanied with budget implications. Tabled

5. **Curriculum**
NSM Curriculum Committee Update, tabled
Assessment Report
All encouraged to work with Dr. Gebauer
Human Biology, tabled
Malaysia Cohort, tabled

6. **Associate Dean’s Report**
Enrollment update was distributed.
Dr. Gebauer reminded the chairs that all catalog copies are due. Haddad handed out forms that indicate which parts have been approved previously.
Waitlist Function, tabled
Speaker’s List, tabled
Summer Institute, tabled
New Student Socials, tabled

7. **Chairs’ Report**
Dr. Trigos raised issue for the two pre-calculus classes, MATH 190 & 191. There used to be three remedial courses. Requirement for ELM changed, not needed MATH 75/85. MATH 75/85 does not prepare the student for MATH 191. Students test out of MATH 85 and are being placed in MATH 191. If student is testing out of MATH 85 they should be placed instead MATH 190.
Dr. Thomas announced that he is coordinating the efforts of the Department of Computer Science in preparation of the program review.

Dr. Gebauer suggested change to the pre-requisite for MATH 191, where all students should take the pre-calculus readiness test. Availability of courses was also discussed such as offering more than one section.

8. **Old Business**  
None

9. **New Business**  
2010-11 Searches:  
1 Tenure-Track search in Chemistry  
2 Tenure-Track search in Nursing  
2 Tenure-Track searches in Computer Engineering  
1 Tenure-Track search in Biology  

Staff Positions  
1 Adm. Coord. for Math  
1 tech in stockroom  
1 tech to replace Tom Osborn (retiring November 30, 2010)  
NSM Hawks Program (Trigos), tabled

10. **Adjournment**  
Meeting was adjourned at 12:25 p.m.

Next scheduled meeting will be November 9, 11:00 – 12:30 p.m.

Meeting notes respectfully submitted,  
Oni Brown