Administrative Council Meeting  
Tuesday, November 23, 2010  
11:00 a.m.  
Science III Conference Room – Room 100


Meeting was called to order at 11:04 a.m.

1. **Approval of Minutes**
   Tabled

2. **Dean’s Remarks**
   CSUB Fund (Handout)
   Dr. Blanco provided the forms that faculty can use to apply for small grants to the CSUB Fund that the President has made available. Dr. Blanco commented that few applications have been received and encouraged all department chairs to review and disseminate.

3. **Brief Announcements**
   Denise Tucker Transfer
   Denise Tucker will transfer to Academic programs and will be working with Dr. Dirkse beginning 12/10/10.

   **Two Searches to Replace and Expand the NSM Center**
   The services of the NSM Student Center will be expanded. Two staff persons will be hired for this purpose. These searches will be conducted in the weeks ahead.

   **SB1440 Dec 3rd Meeting**
   Provost Coley has asked that we identify faculty interested in this topic and that would want to attend a meeting at UC Merced and report back. Drs. Haddad and Talamantes are already engaged with BC faculty in curricular matters through the CCRAA grant and are logical choices for this task.

   **Chronicle Article (Handout)**
   The article comments on the need for the workforce to be more tech savvy than ever before. The CSU Presidents’ Council on Industry is considering adding more engineering representation in the future.

   **2009-10 Annual Report (Handout)**
   It was discussed that it is advantageous for NSM to be represented and to selectively highlight areas of interest.

   **Research List**
   In connection with Dr. Jung’s visit, a brochure was prepared that identified those working in areas that would benefit from a DNA sequencer. Dr. Haddad discussed preparing a brochure which highlights all areas of research in NSM. Dr. Blanco asked Dr. Haddad to coordinate the gathering of such information on a regular basis and maintain the NSM Web-page for current and recent news.
FRESCA
Dr. Blanco discussed that there is a program, called FRESCA, that the CSU makes available for maintaining scholarly work.

ETS Visiting Scholars (Handout)
Information

Institute for Teaching & Learning (Handout)
Information

New Director of Administrative Computing Services (Handout)
Information

Dec. 10 McGraw Hill Workshop on Developmental Programs
Three Math faculty members and Dr. Blanco will attend this workshop to learn about recent developments that can benefit our Developmental Math program.

Berkeley Conference on Sustainable Energy March 5 - 6 (Handout)
Dr. Blanco asked if anyone is interested in attending this workshop in view that we are considering submitting proposals to add engineering in this area.

USDA Grant Opportunity (Handout)
Nutrition is an opportunity of interdisciplinary work at CSUB.

Preparation of Teachers CSU Summit Feb. 14 (Handout)
Dr. Knutzen, Dean of SS&E, is sending two faculty members from SS&E and is asking if NSM would want to identify one from NSM. Three faculty members are supported by the CSU to attend this conference. Dr. Blanco asked that the chairs recommend a faculty member.

Laura Ann Catastrophic Leave (Expected back December 6) (Handout)
Catastrophic leave form was distributed.

4. Budget
Budget Advisory Committee (BAC) Report (Handout)
Dr. Blanco asked Dr. Thomas to report on the BAC meeting that both attended. Dr. Thomas reported that he sees no gains on the instructional side and noted the difficulty of identifying some items in the budget. He identifies that this year’s budget is somewhere between $83M and $87M depending on how much additional allocation is made to Financial Aid.

Dr. Gebauer noted that target continues to grow, yet the number of available faculty has decreased. He states that NSM is the only school that has increased target without the proportional increase in budget.

It was noted that student fees are increasing 5% in January and again in Fall 2011.

5. Curriculum
BA in Natural Science - Kloock’s Email (Handout)
Suggested to give Dr. Kloock some release assigned time because of increase in students. Dr. Kloock is advising and doing grad checks for these students.
NSM Curriculum Committee Update, tabled
Assessment Report, tabled

6. Associate Dean’s Report
   Enrollments (Handout)
   Dr. Haddad stated that the School is meeting its target as of 11/23/10. He discussed the
   Speaker’s List and maintaining a database of faculty available to present seminars on areas of
   specialty; this is related to the idea of a Research list discussed previously.

7. Chairs’ Report
   Share news from your department, tabled

8. Old Business
   2010-11 Searches
   Chemistry made an offer to a tenure-track candidate
   Computer Engineering begins interviewing January 2011
   Biology has placed ads
   Nursing will post two tenure-track ads soon

   Staff Positions
   Math completed process of interview candidates for Adm. Coord.

   Monday (11/30/10) Tom Osborn retirement party

9. New Business
   N/A

10. Adjournment
    Meeting was adjourned at 12:35 p.m.

Next scheduled meeting will be January 18, 2011, 11:00 – 12:30 p.m.

Meeting notes respectfully submitted,
Oni Brown