NSM Administrative Council Meeting
Tuesday, January 18, 2011
11:00 a.m.
Science III Conference Room – Room 100


Meeting was called to order at 11:10 a.m.

1. Approval of Minutes
   Tabled.

2. Dean’s Remarks
   NSM Advisory Council
   Dean Blanco presented the idea of forming an advisory council at the request of Provost Coley. If a council were to be formed, what would the chairs like to be their charge? A brief discussion ensued and may chairs had concerns about the formation of an advisory council. Dean Blanco asked for the chairs to support the advisory council and to submit contact information of potential members.

3. Brief Announcements
   Full-Year Scheduling
   Dean Blanco distributed the Full-year Scheduling e-mail from Dr. John Dirkse. Dean Blanco stated that forming a full-year course schedule would assist in making budget projects.

   Gifts/Awards
   Dean Blanco reported that Advancement awarded FACT with $50 towards heating lights and $1,000 to Geology for a field trip. In addition, Occidental of Elk Hills, Inc. donated $5,000 each to the Geology department, Science Bowl and CA Well Sample Repository and $10,000 to the Oxy Math Lab. Also, the children of Claude Fiddler also established a $100,000 endowment for Geology field research.

   Science Bowl
   The Science Bowl event will be held on February 12, 2011. Dr. Meyer needs volunteers and displays.

   High Unit Students
   See the High unit students—winter 2011 e-mail for informational purposes.

   EO-1054
   The Executive Order: 1054 memo was distributed to clarify the CSU fee policies.

4. Budget
   Dean Blanco asked the chairs to bring feedback of the funding model for the next meeting and reminded them to keep spending within the budgets allocated. The cuts for next year may be as high as 20% and very painful. The school needs to put together a cohesive plan for 2011-12. Dr. Thomas asserted that increasing student fees and closed classes may cause students to seek an education elsewhere.

5. Curriculum
   None.
6. **Associate Dean’s Report**  
   **Enrollment**  
   Dr. Haddad distributed the *FTES by department* bar graph and IRPA’s *FTE and Enrollment report*. Dr. Haddad stated that there is a need to discuss how the FTES targets for the school are assigned. Dr. Thomas said the SCI prefix should be broken down by department. Dean Blanco will ask Dr. Haddad to provide the SFRs for this year.

7. **Chairs’ Reports**  
   None.

8. **Old Business**  
   **School Name**  
   Dean Blanco solicited ideas about the possible school’s name change. Dr. Meyer suggested polling the faculty.

   **NSM Student Center**  
   The NSM Student Center will be expanded into two positions. Dr. Haddad said that the plan now is for the probation forms to be returned back to the NSM Student Center to lift the holds and to track this type of service by the Center and/or track the frequency of this academic occurrence. Dr. Gebauer requested that in chemistry’s case the department would like the ability to lift the holds himself. Further discussion about this topic will continue.

9. **New Business**  
   **Computer Refresh**  
   The *workstation refresh* e-mail was passed out and the departments are asked to submit a list of 2007 or older computers that they would like refreshed. The list is due by January 27, 2011.

10. **Adjournment**  
    The meeting was adjourned at 12:32 p.m. The tentative meeting dates are February 1 and 22; March 15; April 12; May 3 and 24; and June 7, 2011.

Meeting notes respectfully submitted,

Laura Ann Bishop