NSM Administrative Council Meeting  
Tuesday, February 01, 2011  
11:00 a.m.  
Science III Conference Room – Room 100


Meeting was called to order at 11:07 a.m.

1. **Provost’s Remarks (time certain)**
   Provost Coley thanked the department chairs for their leadership. She then announced that the Anthropology department has been moved to the School of Social Sciences and Education.

2. **Approval of Minutes.**
   Tabled.

3. **Dean’s Remarks**
   2010-11 and 2011-12 Budgets
   See “2010-11 Budget Allocations” (below).

   **Targets**
   See “2010-11 Budget Allocations” (below).

4. **Brief Announcements**
   SB 1440 Meeting at Bakersfield College
   Dr. Haddad clarified that the February 4, 2011 meeting is a regional meeting at Bakersfield College and differs from the March 4 meeting and the earlier February 18 Math meeting with only Bakersfield College and CSUB. Departments should strive to send a representative if they want input on the Chemistry, Biology and Geology Transfer Model Curriculum.

   GE Assessment Meeting
   Dr. Gebauer stated that when WASC looks at assessment, it considers GE a significant portion of students’ education and thus it is equally important to assess GE. In a separate matter, Chemistry 150 was proposed to be accepted on a substitution waiver.

   **Travel Support for Student Researchers**
   Dean Blanco held up a flyer regarding travel support for student researchers and reminded the department chairs of its circulation. Typically the departments receive and post discipline specific information, but Dean Blanco would also like to propose that the information be distributed through the NSM Student Center.

   **Student Research Competition**
   The student research completion is on March 4, 2011. The deadline to apply is February 18, 2011. The announcement of the competition is forthcoming from the GRaSP office. The oral presentations will be separate from the poster session this year. The poster competition will be held on April 8, 2011 and the application deadline is April 1, 2011. Students who want to be eligible to win will be required to attend the entire session, unless excused. The 25th CSU systemwide competition is at CSU, Fresno on May 6-7, 2011. Judges are needed and the Dean will forward the information as it becomes available to him.

APPROVED 10.04.11
Emeritus Awards Nominations
The Faculty Information Bulletin for Emeritus Awards was distributed. The due date for the Emeritus nominations is March 18, 2011.

Fall 2011 Applicant Yield Receptions
Dean Blanco distributed the fall 2011 Applicant Yield Receptions for the department chairs to review. The table shows the number of people signed up to attend the information session, not necessarily new admits to the university.

Marginal Cost of Instruction
The 2010/11 Support Budget: Supplemental Documentation web print-out was distributed. The 2009-10 total marginal cost of instruction was $10,164 less fee revenue of $2,941 brings the general fund support to $7,223.

Fall 2010 Developmental Math Report
Dean Blanco passed out the January 18, 2011 letter from Ms. Terran Felter detailing the fall 2010 developmental math program results.

Valley Fever Research
The Valley Fever Community Board is soliciting state support through political means. While most of the research in the consortium is focused on a vaccination, Dr. Antje Lauer of CSUB is focused on microorganisms to fight the Valley Fever-causing fungus.

Three-Year Chair Reviews
Chemistry, computer science and mathematics chairs are undergoing a three-year review.

Major Declaration
Dean Blanco distributed the e-mail message regarding Declaring minors. Due to a Senate resolution, students with 60 units will be required to declare a major or a hold will be placed preventing them from registering for the following term.

NSM Student Center
The NSM Student Center is now staffed with Jennifer McCune and Dorothy “Dodie” Hyatt. Students looking for information on a variety of subjects, such as student research travel support, can go to one central location. Dr. Haddad explained that their duties have been expanded to include school image and branding, maintaining websites, data analysis, and recruitment. Dr. Haddad will meet regularly with the NSM Student Center staff and will set-up liaison meetings between the center and the departments. Dr. Meyer requested that when the NSM Student Center meets with the department chairs and administrative support coordinators that they include Ms. Denise Romero.

Hold on Upper Division Students
Dean Blanco handed out the email on Declaring minors. Effective spring 2011, holds on upper division students will be placed if they have not declared a minor. Dr. Gebauer stated that this policy will only impact the Geology and Natural Sciences Bachelor of Arts majors for the school.

Engineering Sciences Proposals Update
The review process is still on-going. The federal government has not sent out an RFP for this competition.
Biotechnology Malaysia Cohort Update
The Malaysian cohort is under consideration again. Dr. Gebauer said that the Curriculum Committee has not approved it yet as programs need to be at 180 units. Dr. Thomas noted that the GE units required are too high with some up to 20 units larger than it needs to be. Dr. Meyer suggested that this could be a focus next year.

Building Marshal Training
The Emergency Response Training flyer was handed out and chairs should encourage building marshals and administrative support coordinators to attend the February 10, 2011 workshop.

5. Budget
2010-11 Budget Allocations
Dean Blanco distributed the budget spreadsheet with the revised target of 1,524 with the removal of Anthropology. The Provost cannot fund departments at the level indicated by the funding model; however, she allocated funds as closely as possible. In addition, she allocated $50/FTES to the departments for an Operating Expenses budget. Department chairs are asked to become familiarized with the funding model. The Provost Council has asked for roll forward funding for the respective schools and Provost Coley agrees with the concept, but it is not certain that it will occur. Dr. Gebauer suggested that departments and schools exceeding their targets should receive additional funding in the following year. Dean Blanco agreed that if the school exceeds its target, then it should ask for a higher target the following year. Departments entering their full year schedules into PeopleSoft will assist in making budget projections for 2011-12. Dr. McBride inquired if on-going searches should be included and Dean Blanco replied that it should be assumed that the searches are successful and the positions will be filled.

6. Curriculum
None.

7. Associate Dean’s Report
Enrollment
Dr. Haddad gave out the FTES Count – (as of census day, W11) table.

Data Matrix
Dr. Haddad will electronically distribute the course matrix, which will have the course schedule for the next year. The next matrixes will be for faculty: tenured/tenure track, full-time lecturers, and others. Dean Blanco said we need some evidence of what we can achieve as we go forward. Dr. Gebauer stated that if the school is working on the schedule for 2011-12, then a meeting needs to be held to talk about GE. Dr. Horton added that service courses, such as Science 211, 212, and 213, should be included in that meeting as he believes it should not be treated separately. Dr. Haddad also explained that if there are extra resources that are coming from the outside sources that will allow departments to open extra sections, that should be included on the matrix. Dean Blanco said the information needs to be prepared and sent to Dr. Haddad prior to the next meeting on February 22, 2011.

8. Chairs’ Reports
None.

9. Old Business
School Name
Tabled.

APPROVED 10.04.11
Large Class Utilization
Tabled.

2011-12 AY Schedule in PeopleSoft
See “2010-11 Budget Allocations” (above).

10. New Business
   Chevron Science Academy for HS Students
   Tabled.

11. Adjournment
   The meeting was adjourned at 12:38 p.m. The next meeting is February 22, 2011.

Meeting notes respectfully submitted,

Laura Ann Bishop