NSM Administrative Council Meeting
Tuesday, March 15, 2011
11:00 a.m.
Science III Conference Room – Room 100


Meeting was called to order at 11:06 a.m.

1. Approval of Minutes
Tabled.

2. Dean’s Remarks

Summer 2011

Summer 2011 planning spreadsheet was distributed. Dr. Horton reported that he was notified yesterday that the TQP project will not fund SCI-325B. Dean Blanco asked if there was any objection to leaving it as it is needed for Liberal Studies and there were no objections. Dean Blanco also handed out the Students Needing LD Requirements / Seniors Needing UD Requirements tables and remarked that Dr. Haddad will be contacting Dr. McBride to see if the summer offering of Area B2 course, BIOL-100, could have an additional section added to help cover the backlog. The current 2011-12 plan will not fully address the B2 backlog and then would be subject to proposals for more courses to fit into Area B2. Dr. McBride said the one section could easily be increased to 72 students, adding two WTUs. Dean Blanco suggested adding another section of 72 students as well.

SOCI Access
For information purposes it is reported that students have requested access to SOCIIs under the Freedom of Information Act.

Equipment Technician Replacement
The replacement for the position formerly held by Mr. Tom Osborn is in progress. Each department in the school should have a representative on the Qualification Appraisal Board.

3. Brief Announcements

Center for Community Engagement
Center for Community Engagement pamphlet was passed around for review.

TLC Faculty Grants
A list of Faculty TLC Grants: Summer/Fall 2010 Awards was distributed.

CSU/CFA Update
The March 14, 2011 CSU/CFA Bargaining Update was handed out. The council did not feel that the website was very helpful.

Associate Dean Position at San Jose State
The job announcement for the Associate Dean position in the College of Science at San Jose State University was given out for any interested parties.

Physics and Engineering

APPROVED 10.04.11
The Academic Senate has approved the name change to Physics and Engineering. The department has recommended Dr. Talamantes to serve as the Department Chair. Dean Blanco concurred with the recommendation.

Mathematics Department
The department of Mathematics has recommended Dr. Trigos to serve an additional three-year term as the Department Chair. Dean Blanco concurred with the recommendation as well.

Mathematics Searches for ASC
The recently hired ASC-I for the department of Mathematics, Debbie Benson, has resigned her position so that she may return to her former position at Bakersfield College. Therefore, the department will be conducting a search for a new ASC-I.

Foreign Travel
The Foreign Travel Insurance Program – Requirement to Purchase (Code RM 2011-03) was distributed for review. The CSU require individuals that travel in an official capacity obtain Foreign Travel Insurance.

4. Budget
Dean Blanco reported that Deans at the other CSU campuses are considering different strategies to cope with anticipated budget reductions in 2011-12. A discussion took place about our own strategy.

5. Curriculum
None.

6. Associate Dean’s Report
Backlogs
The Seniors Needing UD and LD Requirements tables indicate that there is a projected backlog of students needing these areas. Dr. Haddad intends to talk with Dr. McBride to address the B2 backlog as the 2011-12 additional offering will not sufficiently address it. If the B2 and other backlogs are not cleared, other schools will be affected. Dr. McBride spoke of opening a session in the summer and may open it up to 72 students.

Average Headcounts for FTES
Dr. Haddad was not able to attend and asked Ms. Bishop to distribute the Course Summary spreadsheet from Academic Programs. Dr. Haddad is going to use the average headcount in projecting FTES for the 2011-12 schedule as some departments used enrollment caps. If any area disputes the average headcount for the next academic year, then they should make the point to contact Dr. Haddad. In addition, the “Extra” Sections’ column should strive to be zero. Any number above zero reflects potential superfluous sections. The LSAMP-funded 281 courses will be disregarded.

7. Chairs’ Report
Biology
The Biology department is conducting four searches: stockroom technician, TT faculty, and two lecturer positions. The department wishes to extend offers for the two lecturer positions. They have conducted phone interviews with the TT candidates and will have at least two visit the campus after spring break. They will also start the phone interviews for the stockroom position.

APPROVED 10.04.11
Chemistry
The department has hired a CSUB graduate, Dr. Karlo Lopez, for a TT position. The 50/50 tech position is in the process.

Computer Science
The department has been interviewing for Computer Engineering faculty positions that will be indirectly funded through the five-year grant as these individuals will work directly in achieving the objectives of the grant. One offer has been extended and another is forthcoming. The tech position under the grant remains open and a student was hired to assist until the position is filled. The tech position needs to be re-advertised to include the L.A. Basin; currently only four applicants were received and only one was possibly qualified.

Geological Sciences
The department has a new name. In addition, Dr. Dirk Baron talked with the news media for about three hours last Friday about the earthquake in Japan. Last, Geological Sciences is in need of additional microscopes in order to offer larger sections of GEOL 303 and 306. Dean Blanco recommended adding this need to the refresh list and submitting it to him.

Mathematics
Math Field Day was last Saturday and Math Counts a couple weeks prior. Both events were successful. Dr. David Gove was on the news yesterday addressing the gas prices and interviewed about Math Field Day as well.

Nursing
The faculty position that will have responsibility to manage the National Children’s Study has not gone as well as hoped. The qualifications have been expanded to include someone with pediatric experience and/or community health experience in order to attract a broader pool of Ph.D. applicants. There are no applicants for the position at this time. The second faculty position that is open currently has one applicant; there is some interest from current lecturers and we expect that some will apply before the April 4th deadline.

Dr. Gilchrist is going to a conference in April and there is a new pamphlet being developed that will be distributed at that meeting.

Full implementation of the National Children’s Study has been delayed again; it plans to start full-fledge efforts in January, 2012. In order to begin full-fledge, they need a facility. The Modular West complex, now occupied by Testing and the Valley Information Center, will be relocated to Modular East. Once vacated, Modular West will be renovated at a cost of about $170,000.

Physics and Engineering
The department has a new name and will soon have a new department chair. Also, the person that used to teach CAD course has left the area. Dr. Meyer has identified a qualified replacement that also may be able to be used in other areas in the future.

8. Old Business
None.
9. **New Business**  
**Chevron Science Academy for HS Students**  
The principal from Stockdale High School approached Dr. Trigos regarding the offering of Calculus II for their students. Dr. Thomas commented that with the new influx of engineering majors the need for calculus will grow. Offering CSUB courses such as Calculus II in the fall, Calculus III in the winter, and Calculus IV in the spring to high school students with possible funding from Chevron would benefit the STEM pipeline and also our own students since they could take these courses if the high school students do not fill these classes. Other disciplines may be interested in offering classes as well for high school students. Dean Blanco will ask Dr. Haddad to lead the exploration of this new project to be presented to Chevron. Dean Blanco commented that Chevron will welcome a new initiative that engages year round.

10. **Adjournment**  
Meeting was adjourned at 12:17 p.m. Next regularly scheduled meetings for spring quarter are: April 12, May 3, May 24, and June 7, 2011.

Meeting notes respectfully submitted,

Laura Ann Bishop