NSM Administrative Council Meeting  
Thursday, May 5, 2011  
11:00 a.m.  
Science III Conference Room – Room 100

Excused: Boschini.

Meeting was called to order at 11:05 a.m.

1. Approval of Minutes
   Tabled.

2. Dean’s Remarks
   Lab Fees
   The President of CSU Long Beach sent a request to the Chancellor’s Office to increase campus-based fees. When the request was approved, other CSU campuses asked to be afforded the same ability to request needed fees and it was granted. There is a small window of opportunity to propose new and increase existing fees that can be justified. Currently CSUB has the highest fees of all of the CSUs. We will attempt to request course specific fees at the same time that consideration is given to campus-based fees. Departments have until Monday, May 9, 2011 to submit their proposals to Dean Blanco. Dr. Gebauer will send the template he last used for fee proposal via e-mail to the council.

   Department Annual Report
   The Annual Reports memorandum from Provost Coley was distributed. Departments have been asked to enter sections II-VI by June 1, 2011. Section I will need to be entered in the next academic year (by October 21, 2011). In chemistry, Dr. Gebauer has asked that faculty enter their own information. If there is no information for a particular section, such as MOUAP Update, departments should leave it blank. Dr. Gebauer will disseminate user instructions.

   Student Financial Aid
   The Satisfactory Academic Progress (SAP) presentation addresses the Pell grant students receive from the federal government. Effective July 1, 2011 there will be a limit to the number of units and years students can receive aid and it will be tied to academic progress. More communications in a student friendly format will be forthcoming from the Financial Aid department.

3. Brief Announcements
   Staff Annual Reviews
   Previously Pete Rodriguez of Human Resources presented the Position Description project. Dean Blanco would prefer to have a template for the different classifications that departments can adjust to include discipline specific tasks. Provost Coley sent out a memo instructing the Academic Affairs division to complete the project in conjunction with annual performance evaluations. The Performance Evaluations memorandum from Kellie Garcia was distributed to the council as a follow-up.

   CSUB Preview Day Survey
   The Bakersfield College students that attended the CSUB Preview Day event were given a survey and their responses were distributed. The overall the response was positive.
Articles of Interest
*What Innovation Means and Why it Matters* by Meg Cantwell and *The End of Earmarks: What this Means for Funding Campus Projects* by Robert L. Moran were circulated by Dean Blanco as articles of interest.

Zoldoske Visit
The schedule for Dr. David Zoldoske’s visit to CSUB was passed out. Dr. Zoldoske is the Executive Director of the CSU Water Resources and Policy Initiative. Parties that believe they may have an interest can join in as per the schedule.

MSET Calendar – Palmdale
The agenda for the *Math, Science, Engineering, and Technology Consortium* on May 10, 2011 was given out. They convene monthly and the school’s presence should be regular. Dean Blanco would like the school’s department chairs to make themselves available to attend on a rotating basis. If each chair, the associate chair and the dean attend one meeting per year, we could be present all year long. As a result of attending, Dean Blanco learned that the offering of engineering at AVC has been taken over by CSU Long Beach’s Extended University; the cost for transfer students to attend the last two years (junior and senior) is about $35,000.

2011 Spring Commencement Calendar
Dean Blanco distributed the *2011 Spring Commencement Calendar* for planning purposes.

Comparison Majors Spring 2009 & 2011
The *Comparison in Enrollment Spring 2009 and 2011* table was compiled by Dr. Haddad from pre-existing queries in PeopleSoft. The 2011 nursing majors total include pre-nursing students, whereas it was not in 2009. These figures are accurate.

Kern County Science Educators Night
A flyer inviting participating for the *Kern County Science Educations Night* on May 12, 2011 was disseminated.

School Name Change Request
Dean Blanco provided a copy of the letter he submitted to Provost Coley regarding the *Renaming of the School*. Dr. Gebauer also mentioned the school’s request went also to the Academic Senate.

Office Survey
The list of spaces occupied by areas within the school was handed out. Dean Blanco requested that inaccuracies or revisions be reported to Ms. Bishop.

Mandatory Advising
The *Mandatory Advising* was previously discussed at a prior council meeting. The program was to be activated in the spring for seniors; however since enrollment was underway it could not be fully implemented this year. It will be in effect in the fall for juniors prior to their winter registration.

College Portrait
The new *College Portrait* document has added the 2004-05 year. In addition, students leaving CSUB and continuing their education elsewhere is now reflected in this document. The second table shows transfer students.
Portable Smart-boards
The portable smart-board is a portable device that converts any whiteboard into a smart-board. Mathematics is considering to acquire a permanent unit for the Aera room and one or two portable units for use elsewhere.

Master Plan Committee
Dean Blanco will be making a presentation at the May 25, 2011 Master Plan Committee meeting to try to secure space for the temporary building that will be needed to offer engineering sciences (if the proposals submitted for this purpose are awarded). The proposed location of the temporary buildings is south of Extended University.

Asset Management Procedures
There are procedures in place to check out campus-owned property and departments are asked to follow property procedures.

4. Budget
   Summer Courses Update
   The university is currently at 640 FTES for the summer of which 197 FTES are in NSM; NSM’s FTES includes the regular Nursing program. Courses that are under-enrolled will be monitored and might have to be canceled if not filled.

   Year End Deadlines
   Mr. Doug Wade released the Fiscal Year-End Schedule and Deadlines memorandum. The council was reminded that ProCard and Office Max purchases must be posted to the accounts prior to the deadline date. The deadlines do not apply to non-general funds.

5. Curriculum
   None.

6. Associate Dean’s Report
   Enrollment Update
   Dr. Haddad distributed the FTE By Instructor (Rebenched) for Summer 2011, as well as the course schedule. Under enrolled classes are highlighted and chairs should discuss them individually with Dr. Haddad.

7. Chairs’ Report
   Biology
   The instructional tech position has been filled by Ms. Adrianna Trevino. Biology’s new tenure track faculty will begin in winter 2012. One lecturer has accepted their offer and there is another lecturer offer pending.

   Chemistry
   The pool for the 50/50 technician for Biology and Chemistry has been narrowed to two candidates. They are in the process of checking references and currently one’s references are not panning out well. The new tenure track faculty will begin in fall 2011.

   Computer Science and Computer Engineering
The technician position has been re-advertised and the status of the search is on-going. The two new tenure track faculty will begin in summer 2011 and will be supported by the Computer Engineering grant.

**Instructional Tech Support**
The replacement position of Mr. Tom Osborn has been re-advertised and applications are trickling in.

**Mathematics**
The search for a new ASC-I is underway.

**Nursing**
The faculty searches in Nursing are still progressing. The one associated with the National Children’s Study was sent out to nursing schools across the nation and there has been some new interest.

### 8. Old Business

**Chevron Science Academy for HS Students**
None.

**NSM Safety Committee**
The NSM Safety Committee is on-going committee; it will be meeting again soon. It was discussed that administrative support staff are natural candidates for the building marshal program and should be encouraged to participate.

**Career Day**
Dr. Haddad is still soliciting for a department to be the first in the Career Day pilot program. Dr. Gebauer reported that the Chemistry 290 course is planning a Career Day in the fall and is willing to work with the NSM Student Center.

### 9. New Business

**Center for Community Engagement & Career Education (Time Certain)**
Ms. Jane Evarian, the liaison for the school, addressed the council and the NSM Student Center about services the Center for Community Engagement & Career Education offer such as RunnerLink. Their services have expanded from when they were the Career Development Center and now include service learning, academic internships, and volunteer opportunities. Their main focus is not job placement of students. They would prefer to work with students early on in order to instill the importance of academic experience coupled with applied experience to become more marketable after graduation. She would like to attend department meetings to discuss service learning. Departments may contact her via e-mail to invite her to faculty meetings.

**Community Engagement**
Dean Blanco shared that Dr. Dirk Baron informed him about a community service project that geology students had completed. He encouraged other areas to consider this type of community projects and to please let him know.

**Continuity Planning**
The NSM Safety Committee has developed a continuity plan for the school, which addresses how business would continue after a disaster. The campus is bringing a national expert team from UC...
Berkeley on continuity planning on May 13, 2011. During the training, schools will enter their plans into a system and perhaps may be able to use the NSM Safety Committee’s plan as a starting point.

Teaching Assistants
There was a copy of Arts and Humanities’ Teaching Assistant Policies and Practices in the packet of materials distributed to the council. The document was developed by Dean Collins and spells out the expectations of the teaching assistants. NSM should have a similar document. Comments can be sent to Dean Blanco.

10. Adjournment
Meeting was adjourned at 12:32 p.m. Next regularly scheduled meetings for spring quarter are: May 24, and June 7, 2011.

Meeting notes respectfully submitted,

Laura Ann Bishop