NSM Administrative Council Meeting  
Tuesday, May 24, 2011  
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  
   2011-12 Budget  
   Dean Blanco stated that he will be attending an emergency budget meeting called by the Provost on this day. He would like to meet again with the NSM Administrative Council on May 26. He reasoned that if the rumors circulating in the system are true and a cut of 20-25% is exercised, the consequences for NSM and CSUB would be catastrophic. He hopes that common sense prevails.

3. Brief Announcements  
   Master Plan Proposal  
   Dean Blanco made a PowerPoint presentation about the engineering science proposed facility he plans to present to the Master Plan Committee on May 25, 2011. It was suggested that if this presentation would be given to community members, the campus maps showing the location of the proposed temporary building should be improved.

   May 26 Meeting Location  
   The May 26 NSM Administrative Council meeting will meet in Science II, Room 165.

4. Budget  
   None.

5. Curriculum  
   None.

6. Associate Dean’s Report  
   Enrollment  
   Dr. Haddad handed out the NSM GE Coordination Schedule 2011-2012 AY. He stated that he is working with each NSM department chair to monitor summer and fall 2011 enrollment. Summer courses CHEM 101, CHEM 151, SCI 354B, MATH 192, and MATH 201 are currently experiencing low enrollment. All on the B1 courses offerings in the fall are full, as are MATH 191, and SCI 111. Written proposal to open more sections in the fall quarter should be submitted to the NSM Office of the Dean for consideration.

7. Chairs’ Reports  
   Open Technician Positions  
   Dean Blanco distributed the proposed Job Announcement for the Equipment Technician III, Specialized Equipment – Extended, as well as potential Interview questions for NSM Tech Position. He asked that

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the chairs respond with suggested questions and revisions as the position has been extended, as well as the tech position for Computer Engineering.

8. **Old Business**
   **Laboratory/Course Fees**
   The proposed lab/course fees that the departments initiated were submitted by Dean Blanco to the key individuals on campus. We are awaiting a response.

9. **New Business**
   **I-clickers**
   Dr. Haddad conveyed that the CCRAA-HSI grant had purchased 600 I-clickers for school use. Six receivers were included in the order for free. He continued by asking the council how they would like them distributed. Dr. Gebauer reported that Provost Coley has already requested Clarke Sanford, AVP of ITS, to estimate the cost to equip all smart classrooms with I-clickers. After some discussion, it was decided that a pilot program to check out the I-clickers for a fee, like the calculators, be established and faculty training be offered.

10. **Adjournment**
    The meeting was adjourned at 12:16 p.m. The remaining meetings for the spring quarter are scheduled for May 26 (Budget), May 31 (NSM Branding) and June 7, 2011.

Meeting notes respectfully submitted,

Laura Ann Bishop