NSME Administrative Council Meeting  
Tuesday, June 7, 2011  
11:00 a.m.  
Science III Conference Room – Room 100


Meeting was called to order at 11:01 a.m.

1. Approval of Minutes  
Tabled. They will be revisited in the fall and may be posted on the web prior to approval, but it will be noted that they are not approved.

2. Dean’s Remarks  
Engineering Plans  
Dean Blanco communicated that the strategic plan for the school, including engineering, was sent to the NSME faculty. Dean Blanco dismissed rumors that he is planning space allocation changes to accommodate future engineering faculty and programs. As the School name reflects, engineering is now part of NSME. Engineering will benefit the community, NSME and the university. He also mentioned that ABET accreditation is not an absolute requirement but most CSU campuses have ABET accreditation. Dean Blanco reinforced the fact that all decisions at NSME are made after consultation with all the appropriate individuals and departments.

3. Brief Announcements  
2011 Summer Hours  
The 2001 Summer Hours memorandum from Ms. Kellie Garcia was disseminated. The council is requested to submit their summer availability, if they have not done so, and to remind their staff to submit their department approved summer schedules to the NSME Office of the Dean.

Absence Management  
Staff are now required to enter their time off in PeopleSoft’s Absence Management. Since the dean has to certify the attendance, departments will need to forward their approved time off requests to the NSME Office of the Dean for reconciliation.

CSUB Staff Forum Nominations  
The nominations forms for the CSUB Staff Form 2010-2011 Outstanding Staff and Group or Department Awards were dispersed and are due on Friday, June 10, 2011. This is an opportunity to nominate staff and recognize their efforts.

Agenda Items for Coordinators Meeting  
Department chairs are encouraged to submit agenda items for the NSME Administrative Support Coordinator meetings. The meeting tomorrow will include Absence Management.

CSUB Faculty Excellence Showcase  
None.

Commencement
The AH/BPA/NSME commencement is this Friday, June 10, 2011. NSME is in line to be the lead school for the undergraduate commencement in 2011-12.

Article of Interest
Dean Blanco distributed the How Much Is A College Degree Worth?: Depends On Your Major article by Jacob Goldstein for the council to read.

Mathematics Letter
The Department of Mathematics composed a letter that was sent to the President requesting that they be given consideration for their efforts to date when budget cuts are issued.

Nursing Letter
Ms. Deborah Bochini issued a letter regarding the Proposed Discontinuance of Master of Science in Nursing in response to the Nursing faculty vote.

NSF S-STEM
The National Science Foundation (NSF) funded S-STEM grant is ending this calendar year. A new proposal will be prepared and submitted to continue this program.

NSF ATE
The National Science Foundation (NSF) Advanced Technological Education (ATE) grant proposal is due in October, 2011. This project could increase the output of technical jobs in the community. Anyone that would like to assist in preparing a proposal should contact Dr. Haddad.

Associate Dean Search
The search for the NSME Associate Dean is almost complete and currently rests with Human Resources to extend an official offer.

Staff Evaluations
Dean Blanco reminded the council that staff evaluations and position descriptions are due by June 30, 2011.

4. Budget
2011-12
The CSU Bakersfield FY 2011-12 Estimated Budget Reduction Budget Forum document was passed out to the council along with the most current version of the school’s 11-12 Budget/FTES Estimates spreadsheet. While there is no formal budget for the school at this time, a cut of up to 10% should be expected. There are no plans to fund $50,000 to LSAMP out of the school budget in 2011-12 and the FACT program will only receive $10K for supplies. As more information becomes available about the budget, Dean Blanco will keep the council apprised.

5. Curriculum
None.

6. Associate Dean’s Report
I-Clickers Update

APPROVED 10.04.11
The i-clicker plan is proceeding as previously discussed. There will be a workshop with a
company representative for faculty training on either September 7 or 8, 2011.

Enrollment Update
The updated summer course schedule was handed out. Courses for summer 2011 that were low
in enrollment were cut, while some others are still being monitored. There are several courses
in the fall that are full and have large waitlists.

7. Chairs’ Report
   Computer Science and Computer Engineering
   The technician search has been re-advertised and is underway.

   Nursing
   Nursing has made a recommendation for one tenure track position and is re-advertising for the
   one that includes duties for the National Children’s Study.

8. Old Business
   None.

9. New Business
   None.

10. Adjournment
    Meeting was adjourned at 12:18 p.m.

Meeting notes respectfully submitted,

Laura Ann Bishop