NSME Administrative Council Meeting
Tuesday, October 4, 2011
11:00 a.m.
Science III Conference Room – Room 100


Meeting was called to order at 11:03 a.m.

1. Approval of Minutes
Dr. Gebauer made a motion to approve the minutes of September 28, 2010; October 5, 2010; January 18, 2011; February 1, 2011; February 22, 2011; March 15, 2011; April 12, 2011; May 5, 2011; May 17, 2011; May 24, 2011; May 26, 2011; and June 7, 2011. Dr. Trigos seconded the motion. All present were in favor with two abstentions.

2. Dean’s Remarks
   Engineering
   There were two engineering grant proposals submitted, one for $6M and the other for $4.4M, of which the lesser was awarded and is mainly focused on Engineering Sciences. Bakersfield College (BC) also submitted a proposal for HSI STEM in collaboration with CSUB and received their award. The portion earmarked for CSUB is $1.1M. The core engineering program at CSUB will consist of Computer Engineering, Electrical Engineering, and Engineering Sciences. Engineering Sciences is a general engineering program offering courses for students not wishing to enter into Computer or Electrical Engineering. It is anticipated that these offerings will be self-sustaining before the external funding ends. Since the $6M proposal was not awarded, the construction of an engineering facility will be redefined to meet the available funds. A couple alternative ideas are being considered such as using a classroom trailer or combining the two originally designated graduate rooms on the first floor of Science III. Dr. Trigos voiced a concern about combining the areas in Science III as those areas are heavily used by Mathematics.

3. Brief Announcements
   NSF CREST Grant
   With the award of the CREST grant, Science II-343 will be remodeled to establish a Center which includes laboratory and meeting space; construction will start in Spring 2012. Provost Coley is exploring a temporary trailer as a replacement for this room that has served the campus as a 60-seat lecture room. Dean Blanco indicated that there is a possibility to combine the engineering facility with the lecture trailer as a single project. Dr. Gebauer believes there may be some negative feedback from faculty outside the school that have been able to use SCI II-343 previously.

   Minority Science and Engineering Improvement Program (MSEIP) Grant
   Drs. Lam, Danforth, and Nui’s MSEIP proposal was awarded $244,000 per year over a three year period. CSUB is one of only 12 Hispanic Serving Institutions that received this award. The funds will primarily be used to develop a calculus sequence for engineering.

Approved 11/29/11.
HSI STEM Grant
See “Engineering” above.

BC HSI STEM Collaborative
See “Engineering” above.

Chevron STEM Academy
Dr. Gebauer assisted Dean Blanco in estimating the cost of offering the first series of math science to high school students. Chevron seems receptive to this program and has asked us to further develop the concept.

NSF Geo Opportunities (Dual Enrollment) Grant
The NSF has awarded the Geo Opportunities (Dual Enrollment) proposal (see Project Summary) that targets high school students in order to get them interested in geosciences majors.

S-STEM Proposal
Dr. David Saiki et al. submitted a proposal this past summer to extend the current S-STEM project (see Project Summary: STEM Scholarships That Advance Retention and Success at CSUB (STEM STARS)). The current project had a pool about $90K available for student scholarships, which Dr. Haddad was able to award to 89 students at $1,000 each. There are also some remaining funds available to bring in speakers during Fall 2011 and Dr. Haddad asked that departments connect with him in order to arrange for such. The extension proposal is similar in scope to the current project.

Nuclear Regulatory Commission (NRC) Proposal
Dr. Haddad also submitted a proposal this past summer to the NRC (see STEM Pipeline to NRC Related Fields at CSU. Bakersfield). This project would also award scholarships, but only to majors related to NRC-related fields.

STEP Proposal
Dr. Haddad submitted a proposal that have many key campus personnel (see STEM Expansion at CSU, Bakersfield). A similar proposal was submitted last year and not awarded so the proposal was revamped based on reviewer’s comments and submitted last week. If successful, there are plans to expand with more majors and companies.

Don and Diane Lake Family Nursing Simulation Lab
The Don and Diane Lake Family have donated $50,000/year for each of the next five years. As a result the simulation lab will bear their name. There will be an event on 10/22/11 at Dr. Brenda Pulskamp’s residence to recognize the Lakes, other donors, and potential donors.

Google Meeting
Dr. Thomas attended a Google-sponsored workshop representing Dean Blanco. Google is particularly interested in the lack of technology and computer science in high schools. The workshop was heavily attended by CSU personnel.
Math, Science, Engineering, and Technology (MSET) Group
The MSET Consortium in the Antelope Valley region convenes monthly. The next meeting is 10/11/11 and as previously requested, Dean Blanco suggests that NSME be represented as often as possible at these meetings. He has offered the idea that the dean, associate dean, and the chairs attend on a rotating basis, thus on the average each person would attend the meeting once each year (see Math, Science, Engineering, and Technology Consortium Agenda and June 14, 2011 Meeting Minutes).

BC 11-12 College On-sites Calendar
Dean Blanco distributed the email from Ms. Denise Romero regarding the 2011-12 Bakersfield College Onsites. She welcomes NSME representatives to attend their onsite dates.

Memorandum of Understanding (MOU) with BC
Dean Blanco passed out the transfer agreement of BC students desiring to major in Computer Science or Computer Engineering at CSUB (see Memorandum of Understanding). The students are not required to earn an AA, nor be General Education ready. There was a t-shirt designed showing the path from BC to CSUB that Dean Blanco displayed. The shirt will be distributed to the transfer students under the MOU. There will also be an announcement of the MOU at BC on 10/25/11.

SSRC New Name and Location
Dean Blanco distributed the SSRC (Advising) has moved!! And by the way, has changed its name e-mail detailing the new location and name of the Student Success and Retention Center.

HR Absence Management (AM)
The AM Self-Service e-mail from Tina Williams of Human Resources and Payroll was passed out. Beginning January 2012, faculty will be required to enter their absences in PeopleSoft.

University Police Updates
The Updates from University Police memorandum was handed out. It summarizes updated and new policies regarding parking and skateboards/bicycles on campus.

University Development Organization Chart
The University Development Organization Chart was distributed.

Field Trip Policy
Field Trip Policy and Procedures--Executive Order 1062 from Chancellor Reed was handed out.

Sabbatical/DIP Leave Information
Dean Blanco distributed a copy of the Administrator Message for Information for Sabbatical/DIP Leaves for 2012/2013 AY with a reminder that applications are due by 11/1/11.

Approved 11/29/11.
Assembly Bill 670
Assembly Bill No. 670, Chapter 163 outlining the CSU’s requirements when admission is denied was given out. It has been introduced, but it is not certain if it has been passed.

CSUEB STEM Education Center Announcement
The article of the Bayer USA Foundation grant to establish CSUEB STEM Education Center was handed out. It detailed the establishment of a STEM Education Center at CSU, East Bay.

Articles of Interest
Dean Blanco distributed three articles for the department chairs to read at their leisure: Professors Cede Grading Power to Outside—Even Computers: One College Gives the Job to Software, While Another Employs Independent ‘Evaluators,’ Report: California Latinos Falling Behind in College Completion, and The Value of College, In 2 Graphs.

4. Budget
2011-12 Tentative Budget
Dean Blanco gave out tentative budgets with the understanding that the school has not yet received funds. Provost Coley is using the funding model to motivate all the schools to operate within the guidelines of the model. Dean Blanco commented that NSME’s assigned target is low in relation to what we are on target to achieve. He also commented that the difference between assigned target and achieved target is largest for NSME resulting in lower funding. However, the assigned SFR for NSME is the lowest yielding higher funding. The exact impact of these two parameters has not been calculated.

Tutoring and New Campus Fees
The California State University, Bakersfield University Tutoring/Writing Centers: 2011-12 Implementation Plan was passed out. The fees that will be collected should cover the tutoring center costs. The fees are for the campus whereas the school is still awaiting a determination regarding the fees proposed by NSME in spring 2011.

Endowment Annual Report
The Endowment Fund Annual Reports from Ms. Beverly Byl was disseminated. Dean Blanco brought attention to Dr. McBride as the FACT endowment has no available funding.

5. Curriculum
List of Degrees
During the meeting with Mr. Jorge Barrientos of the Bakersfield Californian, the document listing new or proposed NSME programs was distributed (see Meeting: New Academic Programs at CSUB for 2011-12). Also passed out was the article that was written as a result of the meeting (see CSUB expands offerings despite cutbacks).

CSUB Expands Offerings Article
See “List of Degrees” above.
Online Course Evaluation
None.

Electrical Engineering
See “Engineering” above.

Engineering Sciences
See “Engineering” above.

American Institutions Q&A
Dean Blanco gave out the American Institutions Q and A document. Dr. Gebauer reported that due to SB1440, the Board of Trustees explicitly stated the President’s right to waive the American Institutions requirement.

6. Associate Dean’s Report
Enrollment Update
Dr. Haddad distributed the 11-12 NSME Achieved FTES report. With summer and fall, the school is at 45% of its target. Dr. Gebauer asserted the Chemistry department’s target is too low and as a result they are underfunded.

Time Blocks and Class Minutes
Academic Programs is endeavoring to have the minutes match the units of the classes being offered. Dr. Haddad had contacted the NSME departments with discrepancies for fall 2011 and most issues are resolved. The fixes have been identified to be: 1) recoding of classes so the instruction mode is accurate, 2) correct the number of minutes, or 3) make an annotation of a required field trip. Department chairs of areas with minute discrepancies for winter were given a spreadsheet listing the problem classes.

Large Classroom Assignments
None.

7. Chairs’ Report
Articulate Solutions Feedback
Ms. Katherine Filice visited the remaining NSME departments last week. Dean Blanco has received some feedback and will meet with Ms. Filice next week. Articulate Solutions would like to talk with alumni and external partners so their contact information should be sent to Dean Blanco.

Board of Registered Nursing Visit
Ms. Boschini stated that the BRN visit was successful and the visitors left very satisfied. Dean Blanco said that the external visitors commented that the documentation provided by the department was the best that they had ever witnessed in their professional careers.

Approved 11/29/11.
Open Positions
There are currently eight faculty positions advertised: two for Computer or Electrical Engineering, one for Petroleum Geology, one for Structure/Neotectonics, one for Nursing/National Children’s Study, and one for Geriatric Nursing/Cochran Endowment.

Hiring Process
Dr. Horton reported that the hiring process is slow for lecturers. Dean Blanco had investigated the claim and believes that it is too close to determine where fault lies. Furthermore, Dean Blanco has seen improvement in the process, but believes there is more to be done.

8. Old Business
   Textbook Orders
   None.

9. New Business
   Faculty Time Forms
   The Faculty Reimbursed-Reassigned Time form has been redesigned and for every quarter would be a single page. All of the schools are working towards a common format so that information will be reported the same. Dr. Gebauer brought up the fact that release time is not factored in when calculating department SFRs. Dean Blanco said this has been an ongoing issue and will continue to press to correct it for Academic Affairs.

10. Adjournment
    Meeting was adjourned at 12:44 p.m. The next scheduled meetings for the Fall quarter are November 1 and 29, 2011.

Meeting notes respectfully submitted,

Laura Ann Bishop

Approved 11/29/11.