NSME Administrative Council Meeting  
Tuesday, January 17, 2012  
11:00 a.m.  
Science III Conference Room – Room 100


Absent: Bishop.

Meeting was called to order at 11:02 a.m.

1. Approval of Minutes
   None.

2. Dean’s Remarks
   Dean Blanco said that to date, a Commencement speaker has not been found. The lead at Google was not successful. Dean Blanco provided the 2011-12 budget and explained how he arrived at the final allocation for each department. Dean Blanco provided the budget status for NSME for the current year and projected scenarios for 2012-13. Assuming that school savings can be rolled-over, NSME should be able to adjust expenditures and meet its target without exceeding it. Dean Blanco also commented on the areas of energy and agriculture. He suggested that through the engineering degrees NSME should be able to offer energy programs particularly as new engineering faculty are hired. The strength of the NSME relies on the expertise of its faculty. Dean Blanco announced that he is planning in submitting proposals in the area of agriculture to the US Dept. of Agriculture for an upcoming HSI solicitation. This solicitation is for $900K per year for two years. A smaller competition is also available. NSME will collaborate with Taft, BC and Porterville community colleges in this proposal. A community meeting has been called for tomorrow which includes the large farming industries, K-12 community, college partners, USDA, and other community representatives. Interested faculty in NSME was also invited. A discussion about the role of agriculture in NSME followed. Dean Blanco suggested that a starting point could be concentrations in biology and engineering sciences. It was noted that CSUB is not yet approved for a degree in agriculture but can be requested, particularly if we are able to successfully launch concentrations. Dean Blanco commented that both the President and the Provost support that NSME offer curricula in agriculture and urged us to move forward with the proposal. Dean Blanco announced that SSE is planning to submit two small proposals to USDA and commented that he was not aware of these plans. Dean Blanco handed out two summaries of SSE’s proposals provided by Dean Knutzen. Dean Blanco also handed out the Letter of Intent that was submitted to USDA on January 10, 2012.

3. Brief Announcements
   - Dean Blanco indicated that the physics program will host the external reviewer for their program review.
   - Dean Blanco also mentioned that the natural sciences program is almost complete, the MOU is the last document being developed between Dr. Kloock and Dean Blanco.
The draft of the MOU is then forwarded to the Provost for her review and recommendations.

- Dean Blanco reminded everyone that Articulate Solutions is collecting the content for the brochures of each department. All these brochures together will form the NSME brochure. Dean Blanco and Associate Dean Haddad urged the chairs to complete the content. Dean Blanco acknowledge that the chairs are very engaged but urged them to take some time to respond since this is a positive aspect of our work since we should be highlighting all that is good in our programs.

- Dean Blanco reminded everyone that this month faculty must also self-report their absences. It is required that we also report “No Time Taken” as a statement that in fact no time was taken. The absence of this statement does not imply that no time was taken in a legal sense. A lively discussion about this topic followed.

- Dr. Gebauer handed out a ‘new’ time-block proposal that will better meet the needs of NSME. A desirable outcome is to start classes either at the hour or the half-hour. Dr. Gebauer would want to bring this proposal to the Senate to replace the time-block that was recently approved and signed by the President. There is still time to modify the time-blocks that will be implemented in Fall 2012. A discussion about this topic followed and the chairs supported this proposal with modifications. Dr. Gebauer will propose it at the DCLC. Associate Dean Haddad will draft a memo to the Provost and signed by the chairs requesting a modification of the time-blocks.

4. Budget
   See Dean’s remarks above.

5. Curriculum
   None.

6. Associate Dean’s Report
   Associate Dean provided FTES report for NSME and concluded that the school significantly exceeds target.
   Associate Dean discussed Engineering and Open House Day. It was acknowledged that the lab activities needed for the tour are demanding but essential for outreach. A discussion about this topic continued extensively.
   Ms. Jennifer McCune attended the meeting and presented plans for Open House.

7. Chairs’ Report
   Progress report on the hiring of Administrative Support Coordinators was provided by the chairs conducting searches.
   Chairs also provided reports on the TT searches and commented on the ‘new’ TT faculty hiring handbook.

8. Old Business
   None.

9. New Business

Approved with correction. 1/31/12
Dean Blanco reminded the chairs to submit to him TT searches needed to be conducted during 2012-13 with a starting date of Fall 2013 by February 10, 2012. Lecture hiring should continue as past practice.

10. Adjournment

Meeting was adjourned at 12:32 p.m. The next scheduled meeting for the Winter quarter is January 31, 2012.

Meeting notes respectfully submitted,
Julio