**ATTENDEES:**

<table>
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<tr>
<th>Diane Dieckmeyer</th>
<th>Jason Parks</th>
<th>Dominique Hitchcock</th>
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<td>Deborah Tompsett</td>
<td>Melissa Bader</td>
<td>Judy Perhamus</td>
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<td>Makin Tim Wallstrom Todd Wales</td>
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<td>Joe Eckstein Carol Farrar</td>
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<td>Mark Lewis Mike Cluff</td>
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**DR. DIECKMEYER—WELCOME**

Welcome members of the APC, especially Judy who is attending her first meeting. Dr. Dieckmeyer asked the council to add the memo from Dr. Davis as another item on their agenda.

**GROUP DISCUSSION**

- There was a question about how to obtain hand-me-down computers. Dr. Dieckmeyer explained that the Resource Committee has a plan to recirculate older computers. Chairs would like to see several of the classroom computers updated. Judy explained that VTEA computers also have a procedure that is followed for redistribution.
- Group discussed network connection problems at Norco. It is extremely slow. The systems at Norco and Moreno Valley need to be upgraded.
- There is a concern regarding hiring faculty at this time. It may be too late in the year. Dr. Dieckmeyer explained that Dr. Buysse was not agreeable about hiring anyone, mostly because of potential budget problems. He did finally agree to allow for hiring of one year temps. This at least shows the need for an instructor in the three discipline areas and could help push these positions into permanent full time at a later date.

**RECRUITMENT STRATEGIES—**

**MELISSA BADER, JUDY PERHAMUS**

Melissa shared the unique way she recruited students for the Tutor Training Class.

- Sent out flyers to all English 1A and 1B current instructors.
- Made flyers and gave them to students that came to class on first day.
- Printed Posters and posted them in several places on campus including the large reader/sandwich boards that are around campus.
- Suggested that info is posted near the picnic tables at West End Quad where several students gather.

Judy also shared her strategies to recruit for the new Gaming Program.

- Smart scheduling helped students. They offered block scheduling that included gaming and art.
- Talked to counselors and made sure they could share all the information during student counseling sessions. (Always include section numbers of the classes for counselors)
- They will be doing a MySpace ad beginning the end of May.
- There is a gaming club that recently held two “gaming” events on campus that were videoed for U-Tube.
- Will be doing high school visitations.
- The Gaming Club has been a great help for awareness of the program.

**General Comment**—Always contact the counselors, before you leave for summer, regarding any shaky, low enrollment, classes. They meet with several students in August. Always include information pertaining to transfer, etc.
Dr. Dieckmeyer asked everyone to review the Summary of Catalog Guidelines that is one of the meeting handouts. There was discussion on offering classes in the District catalog so that they can eventually be offered in the Norco catalog. If a class is in the District catalog, it has approved by the District Curriculum Committee. If it is inactive it can become active again by an excelled process through the Norco Curriculum Committee.

The process to get to the completed catalog is not yet in place. The Chairs along with their Departments need to have an idea of what they want to include and what they don’t want to include. This information should be submitted to the Dean of Instruction.

There was a question about the Administration of Justice Program being offered through Norco. Dr. Dieckmeyer said we need to find out if the program can be offered here, whether the campus wants to offer the program and whether or not this is something that the community needs.

There was a suggestion that the students should be informed of which programs they cannot complete at Norco, but can “transfer” for completion.

Dr. Dieckmeyer shared recent changes concerning the laptop computer carts. A cart will be stored in each building. The carts will be moved to the requesting classroom, within each building, by IMC. The carts will have a combination lock on them and IMC will provide the requesting instructor with the combination. The following is the breakdown of responsibility.

1. Mike and Ted will handle software issues.
2. Jefferson will provide support with program operation questions and problems.
3. IMC will handle moving and security (locking).

There was a suggestion to check into purchasing a computer cart for the West End Quad.

Carol explained that there are currently a few classes other then Early Childhood being offered in the early childhood classroom. As a result there are conflicts during the final schedule. Regular 54 hour classes will need to be moved to another room in order to have their final. This has already been done for the Spring semester, but this could be a problem for future semesters.

Deborah indicated that she will no longer be the APC Chair. She offered the option to elect a new chair now or do it in the Fall. She noted that, at this time, not all the new chairs have been elected by the departments. She will need three weeks notice in order to prepare for the election. It was decided that she will ask for nominations after May 20 when all new department chairs have been elected. Some of the duties of the APC Chair include reporting to the Senate and keeping in contact with Dr. Dieckmeyer.

After some discussion it was discovered that the information handout provided for the meeting contained inaccurate information. When correct information is obtained the goal is to decide what to do with weekend college. Will the focus be toward transfer classes for students or to be able to complete an entire program utilizing weekend classes?

There was a suggestion to discuss the possibility of offering classes in seven week blocks. However, this format may be too short a time to cover all the material and could make the instruction day too long.
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<th>TITLE V COOP - INTERNS</th>
<th>Dr. Dieckmeyer shared that the Title V Coop (Phyllis Scott) has interns available. If you are interested contact her at ext – 7806.</th>
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<td>NEXT MEETING</td>
<td>Fall 2008</td>
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