**ATTENDEES:**

<table>
<thead>
<tr>
<th>Diane Dieckmeyer</th>
<th>Jason Rey</th>
<th>Dominique Hitchcock</th>
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<tr>
<td>Dina Humble</td>
<td>Melissa Bader</td>
<td>Judy Perhamus</td>
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<tr>
<td>Tim Wallstrom</td>
<td>Todd Wales</td>
<td>Peter Boelman-Lopez</td>
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<tr>
<td>Joe Eckstein</td>
<td>Carol Farrar</td>
<td>Gail Zwart</td>
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<td>Jimmie Hill</td>
<td>Lisa Nelson</td>
<td>Tom Wagner</td>
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**DR. DIECKMEYER- WELCOME**

Welcome new members of the APC, Dina Humble and Peter Boelman

**CHAIR OF CHAIRS- TOM WAGNER**

**Election of Chair of Chairs:**

Reasons to consider the position:
- Advancement to Administration
- More respect
- Positive affect on what happens on the campus

Responsibilities?
- Coordinate with Dean
- Attend Academic Senate meetings as the APC/faculty representative
- Relay information back to APC so they can relay information to faculty
- Act as point person for Chairs. Chair of Chairs then connects with Dean and Academic Senate.

Call for volunteers:
Tim Wallstrom volunteered/2\(^{nd}\)/no abstentions
Welcome Tim Wallstrom-Chair of Chairs

**HONORS PROGRAM CAROL FARRAR**

As we move into becoming an independent campus, reinstating the Honors Program needs to be examined. Because of low enrollment district wide, we agreed to step back to allow the program to grow on the Riverside and MV Campuses. Reinstating the program must be done prior to the three campus split in order to avoid having to reapply as an independent college. Things to consider:

- We currently have 2 sections offered in Spring 09, ENG 1BH and HUM 10H. To qualify as an honors program a whole array of classes need to be offered.
- In order to offer an honors ENG 1BHYB H class the Course Outline of Record must have curriculum committee approval and should include a substantial increase in writing.
- Classes are taught seminar style with seminar caps
- Looking for faculty who are interested in teaching or developing curriculum for the program, especially in the Sciences.
- Minimum enrollment was discussed and requires further thought (15-20 possibly)
- Courses must be articulated. List of articulated classes are available- Please contact Jimmie Hill
- Consider that some classes lend themselves better to the Honors Program
- Positive impact on transfer students
- Will our honor students move to Riverside & MV leaving only the Basic
Skills students if we don’t offer classes?
- Provide information to faculty on what programs we are offering. If you have a teacher interested in teaching an Honors class please contact Debbie Makin
- How big is the demand for Honors classes?
- The spring schedule keeps honors classes/student together by offering them one after the other.
- In times of recession, may have an increase in students with academic interest in honors

Update your faculty during Department Meetings.

Consider discussing Honors Program at the next Faculty Meeting?
No Shows
Technically, a student that does not show on the first day of class should be dropped. How do you handle first day no shows?

- Doesn’t drop until 2nd mtg
- Waits until census to drop
- Doesn’t drop or add until 2nd mtg
- Drops 1st day

Your process of dropping students will not be mandated by Administration. However, it is very important that you pass on to all faculty that drops must be done by census. No one should be sitting in a class that is not on your WebAdvisor roster. Unless you have it in writing, the student should not be considered enrolled.

Overlapping Classes
Requests for overlapping classes for missing more than just a few minutes of instruction per class are not approved but will be considered with proper documentation.

WebAdvisor
Once WebAdvisor is open for enrollment, class caps cannot be modified (they can be changed but will not report properly in WA).

Discussion:
- If you have more seats in a classroom higher than the caps is it OK to raise the cap before WA opens?
- What are the rules for raising caps?
- Are caps set by the disciplines? No all disciplines allow raising caps
- How will raising caps affect Academic Standards?
- Although disciplines control the caps, changing caps must be agreed upon with the Administration at a district level.
- Should “disciplines” be taken out of the cap issue?
- Check Norco website for accuracy
- Encourage PT faculty to get and use RCC email
- Syllabus collection. Process: Submit syllabus to IDS. IDS will forward to receptionist. Receptionist keeps a current spreadsheet of all syllabi collected. Syllabi should be provided in hardcopy. Syllabi updates will be every two weeks.

REMINDER: Do not add more student than you have spaces for. Check with Dean before adding to see if a larger room is available.

Discussion on Hits and Misses-
- Watch section caps on your proofs-Mistakes were costly and time consuming.
- Saturday classes not doing well. Students going to online classes. Suggest changing direction away from business. Consider whole semester weekend classes. Move away from 8 week model.
- Have map of campus available
- Didn’t like scheduling in summer when no faculty were available
- Need schedule development —what is coming?
- Get clarification from A&R How do students access their accounts?
Discussion on Catalog Offerings

- 09/10 Catalog can be more inclusive for the Norco classes. Keep in mind when considering the catalog if we can sustain the course.
- 10/11 catalog must be very specific and contain only the courses/programs that we actually offer
- Make recommendations on classes that should not be included in “Norco’s” catalog. Line those out
- Programs must show pathway of classes offered toward certificate
- How far out should you project for possible classes -3-5 years
- If course is not listed in 10/11 Catalog, it will need to go through Norco Curriculum Committee even though it is already in the District curriculum.
- Look at programs you want to offer that are not currently offered at Norco.
- Look at stand alone classes and include them in a program

Enrollment Management-Handout provided

Ranking Criteria

Discussion:

- Should SLO points be lowered?
- Will enrollment growth effect FT faculty hiring?
- Not paid for growth. Consider that if one discipline grows, another may have to shrink due to space limitations.
- Change wording on criteria from enrollment “growth” to enrollment “optimization”. M/S/C
- Carol would like to see # of students served to evaluate enrollment optimization criteria.
- Data will be provided in packet along with final rankings from last year.
- Ruth to send ranking information electronically

NEXT MEETING OCT 10, 2008  9:30-11:00  ST 107