ATTENDEES:
Carol Farrar    Debbie Tompsett-Makin    Tom Wagner
Todd Wales     Dawn Lindsay           Sheryl Tschetter
Mark Lewis     Bob Prior             Beatriz Vasquez
Diane Dieckmeyer Gail Zwart    Andy Robles
Fernando Salcedo Cindy Conley
John Tillquist-Dean of Business, Info Systems & Econ Dev
Steve Gilson-Vice Chancellor, Information Services

SCHEDULE 25

Cindy Conley presented a quick overview of Schedule 25. She indicated that the program was about good space utilization. The Chairs need to identify all course needs at the section level. It was suggested that Cindy meet with each department chair to help identify the specific needs for the next roll over. Cindy will meet in January with the chairs prior to doing the summer schedule. Laurie will be included in future Schedule 25 discussions. Norco will use Schedule 25 for Summer 06.

SPRING 2006

The deadline is today for the Spring schedule. Moreno Valley is not Schedule 25 and their deadline is not until the 21st. Dr. Lindsay will check to see if Norco can have extended time. We will only have one proof for the Spring schedule giving just one opportunity to make changes.

FACULTY HIRING

Dr. Lindsay indicated she does not know what the final number of new hires for Norco will be, but she feels that 10-15 positions are possible. The library has indicated that they need another librarian. Cecilia Wong will be the advocate for that position. All job descriptions for the proposed new hires need to be reviewed. Chairs need to think about adding an Anatomy position to the current list. We did receive a last minute one year temp Anatomy instructor, but that position is not on our current hire list. Todd requested that an electronics position be moved to position 12 and the Engineering position move to position 15.

MISC.

• Beginning to prepare for next year capital purchases and remodel request (6226). Send an e-mail to Dr. Lindsay.
• Currently reviewing late start classes for low enrollment.
• Special Projects for JFK committee members will go to the Board next week. We do need two more English members.

NEXT DEPARTMENT CHAIR MEETING

November 8, 2005 – THTR 203 (12:40-1:40)