Department Chair Meeting
10/13/06
9:30-10:30
ST 108

ATTENDEES:  
Dawn Lindsay                         Joe Eckstein                         Tom Wagner  
Fernando Salcedo                   Dr. Tillquist                          Sheryl Tschetter  
Diane Dieckmeyer                  Jim Morrison                        Mark Lewis  
Todd Wales                             Carol Farrar

PRESENTATION OF BANKING CERTIFICATE – Tom Wagner

Tom explained that larger banks use to handling all training of employees. Currently most training is 
done by the American Institute of Banking which is very expensive. The banking industry is 
approaching community colleges to offer training for them. Classes currently offered at Norco make up 
approximately 80-85% of the classes required for the certificate. We would only need to add 2 classes. 
The new classes are Banking Operations (required) and Consumer Lending (elective). This program will 
help our students as well as the community. Mark Lewis suggested that an interpersonal speech class be 
included in the certificate. Academic Planning Council Vote = Aye – All, No – None, Abstain – None

INSTRUCTOR ASSISTANCE PROGRAM – Tom Wagner (Academic Senate)

The Academic Senate has approximately $15,000 to pay students to help instructors. Tom Wagner will 
be facilitating the program. You can request the forms and get any additional information from him.

COLLEGE HOUR – Dr. Lindsay

Dr. Lindsay shared that students have been commenting that they are unable to meet with instructors 
because there are so many meetings scheduled during college hour. She wants faculty to be aware of the 
students concerns and to think of creative ways to address the problem. There was a suggestion to use 
available JFK classes for club meetings at 3:00 pm or later.

SCHEDULE – Joe Eckstein

Sylvia Thomas (Special Assistant to Dr. Castro) said that class times cannot change. Everyone has to 
follow the set grid. Norco does have some times available, but they do not fit the time frames we have to 
use. Need to grow numbers so we need to add more high demand classes for the 7:00am time frame. 
JFK does have some afternoon spaces available. We need to move most, if not all, of our Norco High 
classes to JFK. Norco campus has three Rubidoux classrooms for our use. Joe worked with everyone to 
fill open spaces and to add classes that were needed.

NEXT DEPARTMENT CHAIR MEETING

DECEMBER 8 – 9:30 TO 10:30 -------ST 108

NOTE: NO MEETING IN NOVEMBER