ATTENDEES:
Mike Cluff
Carol Farrar
Karin Skiba
Joe Eckstein
Fernando Salcedo
Todd Wales
Bob Prior
Sheryl Tschetter
Andy Robles
Dawn Lindsay
Beatriz Vasquez

ACADEMIC PLAN

Discussed having a copy center on this campus. Would like it to be part of our Academic Plan. Will need to verify what area copy center would fall under. Dr. Lindsay explained that copy request forms will soon be web based for easier access.

CAPITAL EQUIPMENT PURCHASES

The installation purchase for the Theater Lighting (BMI) has been taken care of. The Autoclave price is approximately $20,000 less than expected. We will work on next year’s equipment list in Spring. It was suggested that we need to reconsider buying the incubators and foreign language headsets from this year’s funds. Dr. Lindsay indicated that when a request is made she also needs to have complete, accurate information including a price quote.

GIS SOFTWARE

Todd shared that Riverside is not utilizing the GIS Software and Norco has an opportunity to take it over. The software can work with Math, Geography, English and more. There currently is a GIS certificate available to students. Norco needs the software and lab space for this program. We will ask for a full time instructor.

STRATEGIC PLAN

Dr. Sternburg will chair the Strategic Planning Committee meeting on November 11. The flow chart is waiting for final approval.

HIRING

Dr. Lindsay indicated that each department’s hiring requests should be in their Academic Plan template. This area will be reviewed again in Spring. No transfers were approved. Norco is flying six positions and the goal is to hire in Spring. The first level should be in January and the second level in February. Comments were shared regarding the holiday time frame being a problem. Dr. Lindsay will take our recommendations to Dr. Maghroori.

OTHER ISSUES/NEEDS

- Spring Schedule – We have GED classes in the week-end schedule and the first PHP class offered on the week-end is also scheduled.
- Norco High School – It was brought to Dr. Lindsay’s attention that the traffic attendant from
campus police has not been at the high school. Dr. Lindsay will contact Campus Police and see what has happened.

- Dr. Lindsay explained that our use percentages for classrooms/space were not high enough to justify more buildings. The question was asked about how we count the off campus classes. Dr. Lindsay will verify how these classes are currently counted and make sure that they can be or are included in the current numbers.
- An agenda item for the next meeting will be the Activity Center use. There seems to be problems/concerns regarding the taking down and putting up of tables, etc. for the different types of classes the room accommodates.

THERE WILL BE A **DECEMBER**
DEPARTMENT CHAIR MEETING
(We have items for the agenda)

December 2, 2004 – 12:40 to 1:40
(THTR 203)

MARCH CHAIR MEETING
HAS BEEN **CHANGED**
TO **THURSDAY**
March 3, 2005 - 12:40 to 1:40
(HUM 111)