Department Chair Meeting
5/18/05
2:00-3:00
ST 107

ATTENDEES:
Bob Prior  Debbie Tompsett-Makin  Tom Wagner
Joe Eckstein  Dawn Lindsay  Sheryl Tschetter
Todd Wales  Beatriz Vasquez  Carol Farrar
Fernando Salcedo  David Payan  Mike Cluff

ROOM CHARTS

Review of Fall room charts compiled by Bob and Joe with help of all the department chairs. Still have a few areas available. Most of the available areas are labs that are not conducive to teaching some classes.

Currently sections are up 12%, but may need to cancel about 5 classes because they do not have an instructor. Also, concerned about Saturday, it may be overscheduled. There are more classes scheduled than rooms available.

Dr. Lindsay announced that the current schedule for the new portables to arrive is not until mid September or later. This would definitely cause a problem for Fall. New portable classroom is already scheduled with classes starting in August. Kennedy High School will have 35 classrooms that we can use for evenings in Fall 06.

It was suggested that classes without instructors be put in the schedule so students will see them. They can be “0” capped and can be cancelled if needed. Students do not look on-line to see new classes being offered.

Bob and Joe are asking the strategic planning committee to assign rooms to each department that they will schedule first and then allow others to schedule after that.

BUDGET – CAPITAL EXPENDITURES

Dr. Lindsay has received a budget from each department. She is now waiting for the district submission form from Aaron Brown to complete the process. Please start submitting your capital requests for next year. Also, send any 6226 requests.

HIRING – CLASSIFIED STAFF

Dr. Lindsay relayed a compliment from Dr. Maghroori regarding hiring of new faculty. He said Norco is ahead of other campuses and has the best candidates.

Dr. Lindsay reviewed the status of hiring for the new IDS. Candidates are having a hard time passing the typing test. Dr. Lindsay talked with Toni about the need for the typing test and it was decided that the IDS need accuracy for data input and the typing test is the only way to insure that the applicant is qualified for the job. Suggestion was made that changing the days and hours may help. Monday-Friday, 10:30 to 7:00 was recommended.

Group suggested hiring a week-end Dean. Dr. Lindsay indicated that this had been discussed, but was something that would not happen.
### PART TIME EVALUATIONS

Dr. Lindsay talked briefly about faculty evaluations. She asked that committee members give honest evaluations. Norco is all about quality. The tenure review committee should be handling any teaching issues/concerns and the Dean will handle any administrative issues.

### MISC.

Dr. Lindsay reviewed summer chair stipend distribution ($700 per department). These have to go to the June board.

Dr. Salcedo said the Budget Strategic Planning Committee is tomorrow. They would like to work with the department chairs and get ideas about capital expenditures for the next 5-10 years.

### NEXT DEPARTMENT CHAIR MEETING

**FALL 2005**