

**Attendees:**

- **Members:** Andy Aldasoro, Greg Aycock, Melissa Bader, Celia Brockenbrough, Sharon Crasnow, Leona Crawford, Mark DeAsis, Diane Dieckmeyer, Joe Eckstein, Monica Green, Mark Lewis, Rebecca Choy (ASNC), Jason Rey, Jim Thomas, Laurens Thurman, Gail Zwart
- **Absentees:** Jefferson Tiangco,
- **Guests:** Koji Uesugi, Judy Perry, Dina Humble, Debbie DiThomas, Glenn Graham, Kevin Fleming, Carol Farrar, Gustavo Ocegura

**Approval of Minutes:** (Diane Dieckmeyer)

**Motion by Gail Zwart, second by Leona Crawford to approve the minutes from the October 19, 2011 meeting. Motion unanimously approved.**

A. Suggestion that future minutes list attendees as members, absentees and guests.

**I. Action Items:**

**A. Approve Faculty Co-Chair – Diane Dieckmeyer**

- **Nominees:** Melissa Bader, Sharon Crasnow, Jim Thomas and Gail Zwart.
- Opportunity to ask nominees questions or share qualifications of nominees.
- Dr. Dieckmeyer shared description of the position. (help prepare agenda, help to chair meetings, co-chair town hall meetings, playing a key role for accreditation purposes)
- Discussion on method for members to cast votes. Secret written vote method was used.
- Dr. Gail Zwart was elected Faculty Co-chair.

**B. Program Approvals – Gail Zwart**

1. Game Audio (Dina Humble\Judy Perry)

**Motion by Melissa Bader, second by Jason Rey to approve the Game Audio program. Motion unanimously approved.**

- The courses for this program were briefly reviewed.

2. Game Design

**Motion by Sharon Crasnow, second by Melissa Bader to approve all Game Art Programs and Certificates (Items 2-6). Motion unanimously approved.**

- Added PLOs.

- All courses are currently being offered, except GAM 79.
- Question on PLO regarding e-portfolios. Using Epsilon that is currently being paid for with Perkins funds.
- Judy shared cost information. Worked hard on finding funding that would not impact the college.
- Judy shared that they will eventually need larger facilities. They are also working on funding for their future needs.
- There is a new multi-media instructor being hired for the Fall. They do not think they will need any additional faculty for some time.
- Will strategize at the end of the grant periods to make sure they make the best possible final grant purchases for the college.
- The committee discussed the possibility that these programs could play a major role in Norco College's future.

### 3. Game Art: Environmental and Vehicle Modeling

**Approved above in Item 2.**

### 4. Game Art: 3D Character Modeling

**Approved above in Item 2.**

### 5. Game Art: 3D Animation

**Approved above in Item 2.**

### 6. Game Art Core (16 unit Certificate) – local mini Certificate

**Approved above in Item 2.**

### 7. Digital Electronics (Glenn Graham)

**Motion by Sharon Crasnow, second by Jim Thomas to approve Items 7-9. Motion unanimously approved.**

- Questions on industry need in our area.
- This program replaces and combines several others into one certificate.

### 8. Supply Chain Technology

**Approved above in Item 7.**

### 9. CNC Programming

**Approved above in Item 7.**

## **II. Information Items:**

### **A. S.W.O.T. Analysis Review and Decision Making Model - Gail Zwart**

- Reviewed values and core commitments. This activity that the council did during the last meeting laid the ground work for helping to update the vision and core commitments.
- Discussion on list of strengths and how we need to look at Norco College's future.
- Suggestion to be more specific on core commitments. Possible number priority or tiered levels.
- Suggestion to define "comprehensive college with a technology focus".
- Suggestion to review the Mission Statement. Remember to keep in mind the requirements of the ACCJC.
- Began to review the Mission Statement line by line and suggest possible revisions.
- Dr. Dieckmeyer, Dr. DiThomas and Dr. Zwart will meet and decide what the next step will be regarding the Mission Statement. They asked the council to look at examples of Mission Statements for other colleges.

#### **B. Review Alphabetized List of Institutional Functions – Dr. DiThomas**

- This list represents items/processes that are conducted at the college, outside of the classroom. There will be another process for prioritizing what happens inside the classroom (elimination of classes or programs, etc.).
- Look at the college core items (Basic Skills, CTE and Transfer).
- Discussed an activity that the managers did in order to prepare the alphabetical list.
- Dr. DiThomas asked the council members to take this list to their constituents to review. See if there is anything that should be added, deleted or if some items should be combined. Send Debra Creswell an email by next Thursday (Nov. 10) if there are any suggestions or changes.
- A final list will be prepared and brought back to the council for prioritization.

#### **C. Strategic Plan Revision Update – Diane Dieckmeyer**

- Reminded the committee that the Norco College Strategic Plan and Process booklet needs to be updated. However, quite a bit of work has already been done by the sub-committees. The revision of the Mission Statement is part of the work of updating the plan.

## **II. Open Hearing**

**Adjourned** - 3:05