Members Present: Arlene Kahn, Guido Krickx (Chair), Mark Nickerson, Robert Phelps, Steve Philibosian, John Primus, Richard Vrmeer
Members Absent: Andrea Laird
Guests  Herb Eder, Barbara Hudler, Roberta Maggi

1. Approval of the Minutes of the Meeting of March 7, 2001: Item 6: Meeting Schedule for Spring Quarter, 2001: "June" is missing from the second line. Also the first line of item 11: Development of other CCAC tasks, the first paragraph beginning "Mark noted" will be deleted.

2. Report of the Director, Contra Costa Campus: Mark Nickerson announced three important events that will be held in April and May. a) On April 28th the first concert in our 2001 series at the Contra Costa Campus will feature Lavay Smith and her Red Hot Skillet Lickers (blues, jump blues and jazz). Prior to the concert at 7:00, there will be a reception provided for faculty of Diablo Valley College and Los Medanos Colleges, some of whom have been participating in our Joint Program. Members of the Contra Costa Advisory Committee are urged to attend, if possible. b) On May 2nd, a conference sponsored by the Contra Costa Educational Consortium will be convened at the CCC to discuss a proposal for a 24 hr 7 day per week channel to target under-served viewers in the county. Norma Rees and the Contra Costa County Superintendent of Schools, among others will be attending. Lunch will be served. c) Lastly, on May 11, the Contra Costa Campus will celebrate its annual New Horizons Dinner which honors our graduates, as well as the current Long’s scholarship awardee and our yearly Distinguished Professor honoree. The dinner will be held at Blake's restaurant in the Boundary Oaks Golf Course in Walnut Creek.

3. Revision of the Meeting Schedule for CCAC (Spring 2001): After some discussion, it was decided to retain the original schedule; however, Mark Nickerson and Guido Krickx will meet with the CSUH Deans at the CCC on May 7, prior to our meeting.

4. Discussion of Focus Group report: At our last meeting, the Committee was asked to carefully read the report prepared by Karen Stewart of the Community College Counselor and Division Heads focus group meetings held in February. Members were asked to comment on the report. Guido Krickx noted that the report 1) provided valuable insight regarding constituencies in the community 2) could serve as an action plan for future research 3) could stimulate future focus groups for other constituencies. John Primus suggested an on-going focus group process, continuing over the summer, or at the beginning of Fall Quarter. Other important constituencies suggested included community college students attending the CCC, as well as CCC alumni. Mark Nickerson noted that community college students attending at CCC seem much more attached to our campus than before, but there are concerns (which arose in the focus group meetings) about whether course offerings at the CCC would fit in with the predominately day schedule of the community college students. Also the CCC suffers from the mistaken perception that programs cannot really be completed here. There is also the very real difficulty of the lack of annual course programming at the CCC; that is community college counselors have been concerned that transfer students cannot readily plan their academic schedules and time to graduation here. It was felt that a one year perpetual calendar would be highly useful.
5. **Discussion of School of Business Course offerings at CCC: Identification of bottlenecks and possible solutions to increase throughput and increase attractiveness of course offerings:** Currently the Business program at the Contra Costa Campus, still the largest, has been in either a steady or slightly shrinking state. Analyzing its situation could prove it to be a very useful for other programs offered at the campus. Roberta Maggi, the Operations Manager at the CCC, offered to meet with the committee and share her suggestions for possible programmatic changes to both the BA and MBA programs that might increase enrollments and throughput of current students. In the case of the undergraduate degree, Computer and Information Systems (CIS) courses would be highly useful to allow students to complete this popular option at the CCC. Currently, only three of the six required options courses are offered at CCC. In addition, the Telecommunication Management option would also be a popular addition to the night program. At least one option course could also be added to the day schedule each quarter (only Accounting 3211 is currently offered during the day via distance learning). Preferably these could be courses satisfying more than one option(graduate or undergraduate), e.g. Management 3610, which can be used for the undergraduate options in Human Resources, General Business or Industrial Psychology. These courses could be offered via distance learning. Also evening option courses could also be scheduled that would both meet requirements for options offered at CCC as well as those offered only at Hayward. In the case of the MBA program, an additional section of Finance 6300, formerly offered at CCC could be added back here. Currently Finance 6300 is only offered once a year at CCC. Since it is the only prerequisite for other finance courses offered at CCC, 6300 could prove problematic for students not beginning their programs in the Fall Quarter. Other suggestions included adding additional courses for the management sciences option at CCC, as well as another option such as Telecommunications, or courses that could fulfill elective requirements for other options at CCC as well as those in demand at Hayward. It was noted that the above would not necessarily "grow" the business program at CCC; additional packaging of courses e.g. a business pace program or courses offered on the weekend might be needed to attract new students. Above all, as noted in the meetings with the community college counselors and division heads, students seek predictability of course scheduling and other attractive offerings that would draw them from competitive institutions in the area. In fact, one suggestion was to have students surveyed as to what their needs were and what other competing institutions might meet these needs?

6. **Targeting faculty to play a greater role at CCC:** Following upon the above agenda item was the concern expressed by the committee that new faculty in particular need to hosted at the CCC. It should be a part of any new faculty orientation to have a site visit at the Contra Costa Campus. In addition, current committee members were again urged to seek out new members to replace themselves when their term ends.

7. **Other Old Business:** There was none

8. **Other New Business:** There was none

9. **Adjournment:** 5:40 PM

   Respectfully Submitted,

   Steve Philibosian