Department Chairs’ Meeting Minutes

March 6, 2009

Battle Mountain - #1; Elko – EIT #203; Ely - #111; Pahrump – PVC #124; Winnemucca - #108

Present: Dick Borino, Patty Fox, Richard McNally, Bret Murphy, Cyd McMullen, Mary Swetich, Bonnie Hofland, Xunming Du, Lisa Campbell, Doug Hogan, Angie de Braga, Jay Larson, Charlene Mitchel, Ed Nickel, Meachell LaSalle, David Ellefsen, Norm Cavanaugh

Guests: Karen Mowrey, Lisa Frazier, Cynthia Vaughn-Giles, Eric Walsh, Sarah Negrete

Minutes were approved from the February 13, 2009 meeting.

“K” Internet Sections

1. Departments were requested to add “K” sections to courses prior to the start of a semester. Chairs were asked to notify someone in the curriculum development office if a section is added after the start of the semester.

SIS Operations (Catalog/SIS Reports)

1. A report is generated from SIS Operations indicating course information that doesn’t match between the catalog and SIS. It’s up to departments to make the necessary changes or leave the information as is. Courses are never deleted in SIS; they can only be inactivated. Once a course is flagged as inactive then it cannot be offered again until is rearticulated. SIS Operations does contact departments if a course is inactivated by their office
2. When a course is in the catalog but no articulation papers are on record then the necessary paperwork must be completed.
3. A revised syllabus must be submitted to the Curriculum and Articulation committee if changes are made to a course because of common course numbering. Sally Jackson from the system office updates the system paperwork. It is up to each department at GBC to complete internal paperwork and provide the necessary areas with the changes.

Chair of Chair Reports

1. No report

Dual Credit Statement

1. Chairs approved the dual credit policy. The item will be taken to Faculty Senate for approval. The policy is as follows:

GREAT BASIN COLLEGE DUAL CREDIT POLICY

 Great Basin College believes that dual credit is a useful and viable opportunity for qualified high school students to start their college careers. Dual credit courses are college-level courses. Students enrolled in these courses will be expected to meet Great Basin College standards. To ensure college-level rigor, the following key points will be observed:

* Courses will be taught by Great Basin College; faculty members will be full-time or adjunct employees of Great Basin College.
* Courses will use the Great Basin College course curriculum, syllabi, and grading system.
* Courses will use the Great Basin College-approved course text(s).
* Dual credit students will be evaluated using the same outcomes assessment as students at Great Basin College.
* Tuition and fees will be established by Great Basin College as a member of the Nevada System of Higher Education and processed through Great Basin College’s financial system.
* Dual credit students are college students, and for the purposes of the dual credit class(es), there will be a strict adherence to Right-to-Know policies and procedures of the Family Educational Right to Privacy Act (FERPA) as defined by regulations binding Great Basin College and all its students.
* Great Basin College complies with FERPA. As such, parents will not have access to student grades, financial records, etc. Information regarding student performance is not available through participating school district websites such as “Power School”.
1. The nine week grade reporting process is currently being streamlined with the area high schools. The committee would like to invite Admissions and Records to the next meeting to discuss the grade reporting requirements.

INT 100 GBC Orientations

1. Chairs discussed handing over the organization of the student orientation course (INT 100) to Student Services. Faculty would still play a key role in the orientation by providing student advising. The morning sessions would be broadcast to the branch campuses via interactive video. Some departments and/or programs would have IAV connections in the afternoon for advising of specific programs. All programs and departments would have the opportunity to visit with both declared and undecided degree students.
2. Cyd McMullen, Meachell LaSalle and Eric Walsh will prepare a document describing the process and distribute electronically to chairs. Chairs will be asked to vote on the topic.