

MEETING NOTES
DEPARTMENT CHAIRS' MEETING
Wednesday, January 07, 2015
Battle Mountain #1, Elko GTA #128, Ely #118, Pahrump #122, Winnemucca #108

Present: Carrie Bruno, Lisa Campbell, Wendy Charlebois, Angie de Braga, Cindy Hyslop, Tami Mette, Tom Reagan, Steven Scilacci, Glen Tenney, Meachell Walsh, Ping Wang, Eric Walsh, Mary Swetich, John Newman, Wilbur Becker, Mary Swetich, Lisa Frazier, Karen Kimber, Russ Orr,

Absent: Gary Hanington, Robert Hannu

Guests: Bret Murphy, Amber Donnelly

GBC Orientation

1. Changes to the orientation format will be implemented this semester. Department participation is encouraged. Adrianna Mendez and Janice King can be contacted for more information.

Planning and Assessment

1. During the spring of 2016 a mid-cycle accreditation visit will occur. GBC will have to address the five recommendations that were received during the last visit. Most recommendations received, relate directly to planning and assessment.
2. Operational areas have begun the process of putting together assessment plans. Assessment concentration will occur at the program level. Department assessments are to be included with general education. Association between assessment plans and the institution's core themes is necessary; items may be related to more than one core theme. IRE will enter program and department information into the TracDat system; the strategy is to make it as simple as possible.
3. First, the outcomes are to be addressed and then secondly, the assessment piece must be determined. Departments would like to have expectations described to them.

Part-time Instructors

1. GBC will begin using the term "part-time instructor" instead of "adjunct faculty". There will be a transition period over the next several semesters to make changes to policies and procedures, websites, documents, and brochures.
2. GBC needs qualified people to teach as part-time instructors. Individuals interested in applying for a part-time instructor position can now apply online through Consensus. A section has been added just for part-time instructors. A general description is provided for interested applicants. Departments can contact Human Resources if they would like to recruit for positions.
3. Part-time instructors are now limited to teaching a maximum of six credits per semester. Approval must be received, in advance, if an exception is needed.
4. Department chairs do have access to view written comments on student ratings for part-time instructors.
5. Research on possible revisions to the part-time evaluation process are underway. Changes to the observation form is the top priority. The item will be shared with department chairs once complete.

General Information

1. **Due Dates** – Adhering to established due dates for grade submission, book orders, and student ratings is very important. Missing the deadlines causes more work behind the scenes, creates less

efficiencies, and can directly affect students. Online courses are also impacted when students are unable to log into a class on the start date of the course.

2. **Book Orders** - Some departments are still experiencing difficulties with incorrect adoptions, access codes, and new editions. All concerns should be directly communicated with the GBC Bookstore.
3. **Scheduling** - Two sessions will once again be offered during the summer term. The first session is self-supported and self-funded and will run from June 1 through July 10. The second session's dates are July 13 through August 21 and is state funded. The second session is treated as overload and not included in the fall workload. Terms and sessions can no longer have overlapping dates due to financial aid guidelines. Spring and fall semesters consists of a sixteen-week session and two eight-week mini-sessions. Courses during the winter term should be listed in the spring term. CTE faculty are working on revising schedules to accommodate the financial aid requirements.

Assessment

1. All courses with the same number within a discipline must have defined common core outcomes. The common core outcomes should generally be limited to three to five. Individual instructors will still have the option to add additional outcomes. The VPAA would like to see common course outcomes for like-numbered courses by fall 2015. Concerns raised were:
 - a. The E-NCORE committee is requesting that common core outcomes be used throughout all the NSHE institutions for courses in stages 1 and 2. The concern is that GBC could invest a lot of time in establishing outcomes only to have them redefined by E-NCORE. The VPAA expressed his desire for GBC to already have the outcomes defined before the E-NCORE meetings occur. He would like GBC to be first at the table and not the last.
 - b. Academic Freedom is not a concern when identifying common core outcomes. Academic freedom protects a faculty member's ability to address controversial subjects within in a class without being unduly restricted.
 - c. Reasonable for courses with the same catalog number to have the same outcomes.

Recordings/Lecture Capture

1. The distance education committee is working on guidelines to address the use of lecture capture and video recordings. Academic Freedom, Intellectual Property Rights, and privacy rules have not been violated. Recordings belong to GBC and are being kept for technical backup and are only retained until they are recycled. If an issue arises a recording can be used as evidence; this protects instructors just as much as students. In the 11 years as the VPAA, recordings have only been reviewed 3 times.

MEETING NOTES

DEPARTMENT CHAIRS' MEETING

Friday, February 06, 2015

Battle Mountain #1, Elko GTA #128, Ely #118, Pahrump #122, Winnemucca #115

Present: Lisa Campbell, Wendy Charlebois, Angie de Braga, Cindy Hyslop, Tami Mette, Tom Reagan, Steven Scilacci, Glen Tenney, Ping Wang, Eric Walsh, Mary Swetich, John Newman, Wilbur Becker, Diane Wrightman, Lisa Frazier, Russ Orr, Glen Tenney, Gary Hanington, Robert Hannu

Absent: Carrie Bruno, Meachell Walsh, Karen Kimber

Guests: Pete Bagley, Sonja Sibert

Approval of Meeting Notes

1. Approved January 7, 2015 meeting notes.

Part-time Instructor Hiring Process

1. Individuals interested in applying for part-time instructor positions can now apply online through Consensus. The next step in the process is move the entire hiring process to the online format. GBC will be in compliance with NSHE code including Affirmative Action and The Equal Employment Opportunity Act. Chairs were asked to submit a list of hiring files/categories and selection criteria to Cindy Hsylop. The information will be then sent to Human Resources for implementation.
2. The chair of the department or designee is to notify HR of applicants that do not meet the minimum qualifications. A letter will then be sent to applicants notifying them of the decision. A letter will also be sent to applicants that have qualified credentials but positions are currently not available. The letter will notify them that there may be possible opportunities in the future.

Credentials for Part-time Instructors

1. A handout composed by the VPAA describing general criteria for credentials was distributed. Chairs were asked to review the document and provide feedback. This particular request is a requirement from NSHE.

Department Chair Responsibilities

1. Minor changes to the document were requested. The item will be placed on the March agenda for final approval.

Prioritization of Positions

1. Presentations were made by the nursing and career and technical departments requesting position prioritization. The nursing department requested a tenure-track nursing instructor position for the Elko campus. The position is currently in Winnemucca and the instructor has expressed her desire not to return as a full-time instructor; however, relocation back to Elko is necessary for the program. The career and technical education department requested a tenure-track welding instructor position. The position is being vacated due to a retirement.
2. Chairs approved to recruit for both positions for the fall 2015 semester and to be placed at the top of the prioritization list. The item will be presented to Faculty Senate for approval.

Interactive Video Fall Semester Scheduling and Lecture Capture

1. Center directors will be on campus February 11 and 12. Faculty were encouraged to stop by DCIT #201 to discuss scheduling concerns and requests. All IAV originating classes should be entered by February 9.

Library Update

1. The Library Circulation Manager position has been filled by Carrie Gaxiola.
2. Eric Walsh and Mike McFarlane represented GBC at a system-wide meeting focusing on library shared services and resources for the community colleges. Consortiums between all community colleges are being discussed. More meetings will occur in the future.

Gateway for Mathematics

1. John Newman has been assigned to serve on the Gateway for Mathematics Task Force Committee. The directive from the chancellor is to ensure that students are enrolled in 100-level courses within

two semesters. A pilot program directing students into the gateway courses will be implemented in fall 2015 and then full implementation will occur in fall 2016.

MEETING NOTES
DEPARTMENT CHAIRS' MEETING
Friday, March 06, 2015

Battle Mountain #1, Elko HTC #123, Ely #118, Pahrump #122, Winnemucca #115

Present: Lisa Campbell, Wendy Charlebois, Cindy Hyslop, Tami Mette, Tom Reagan, Steven Scilacci, Glen Tenney, Ping Wang, Eric Walsh, Mary Swetich, Lisa Frazier, Russ Orr, Gary Hanington, Robert Hannu, Karen Kimber

Absent: Diane Wrightman, Angie de Braga, John Newman, Wilber Becker, Carrie Bruno, Meachell Walsh

Guests: Heather Steel, Carmen Matlock, Frank Daniels

Approval of Meeting Notes

2. Approved February 6, 2015 meeting notes.

Part-time Instructor Performance Review

1. The committee was presented with a revised performance review for part-time instructors. Two areas of concerns expressed by department chairs were:
 - a. Adding expectations to the course syllabus section.
 - b. Including a formative and summative assessment to the course materials and curriculum section.
2. Chairs voted to approve the item with suggested changes to the form. The plan is to have the item approved by Faculty Senate and President's Council for a fall 2015 implementation.

Teaching at a Distance

1. A presentation to address a proposed teaching at a distance for full-time faculty was made. The proposal reads as follows:

IF a member of the full-time faculty has served in that capacity for at least ten years while residing within the GBC service area,
IF a personal matter should arise so that it is that faculty member's best interest to reside out-of-state,
AND IF that faculty member has demonstrated (in the collective opinion of the GBC Faculty Senate (via majority vote of support)) devotion to the college and to its students
THEN the faculty member may apply to the Vice President for Academic Affairs, and to the P resident, to retain his/her full-time position while teaching online from outside of Nevada.

Office hours
All faculty duties would be covered. A plan would be in place. Committee involvement would have to be more than just attending electronically would have to do. Viable criteria.
2. Concerns discussed were office hours, committee and department assignments and participation, SARA requirements, workload responsibilities, length of contract, equipment support, departmental impact, and peer institutional policies.

3. A sense of the department chairs was in favor of the proposed document with the incorporation of the requested changes and will be presented at the next executive and faculty senate meetings; however, chairs were encouraged to discuss the topic with their respective departments.

Advising Using Peoplesoft

1. Chair Hyslop received training on the proposed advising tool in Peoplesoft. The program allows for notes to be entered into the system, information can be shared between faculty, and notifications can be sent to students. Chairs were asked to take the information back to their respective departments to see if interest in the program is warranted.

Department Chair Responsibilities

1. Minor changes were incorporated into the policy; mostly in the responsibilities to administrative assistant section. Chairs voted to approve the item. The item will be taken to Faculty Senate for approval.

Special Course Fees

1. Dorinda Friez distributed the most current special course fee (lab fee) master list to all departments. Chairs were asked to review the departmental fees and decide if fees are appropriate for the expenses incurred or if the amounts need to be adjusted. It is permissible to charge less than the approved amount; however, any amounts that exceed the listed fee requires additional approval. All forms should be completed with necessary signatures by Friday, March 13. For requests that exceed \$50, a request is sent to faculty each fall from the VPAA for approval by the Board of Regents at their December meeting.