

**WRITTEN REPORT WITH ACTION ITEMS
DEPARTMENT CHAIRS**

From meeting on Friday, November 04, 2016

English Tenure-track Instructor Positions

Action Item: Department Chairs requests that a tenure-track English instructor position be added for FY2018 with recruitment occurring in spring 2017. In addition, the department requests the ability to re-fill the vacated tenure-track position due to Russ Orr’s impending retirement.

During this fall 2016 semester, the department has a 58% to 42% full time to part time instructor ratio. This is changed from the spring 2016 68% to 32% ratio. Overload payouts for the current fiscal year should be approximately \$130,000-140,000. Maintaining a desired 60-40 split between full time and part time instruction could still be accomplished by reducing the overload of the current positions to support an added position. Historically, the department has had seven full time English instructors, but currently has six.

Increased enrollments at the lower division level as well as building enrollment and interest in the BA English degree support the addition of an English instructor position and re-fill of the impending vacant position.

Teacher Education Tenure-track Instructor Positions

Action Item: Department Chairs requests that two Teacher Education tenure-track positions be added for FY2018 with recruitment occurring in spring 2017.

The teacher education department provided data and information indicating increased student enrollment, course workload, new standards and overload to warrant two new faculty positions.

Justification for adding an Education Position – October 14, 2016

Program	Overload figured per semester	Actual Credits per semester	Number of Students this semester	Credits taught by part-time faculty
Secondary Education (Zeiszler)	+11	34	137	21
Elementary Education (ELAD, SPED, ARL)	+17.87	62.5	173	36

(Stauffer)				
Early Childhood (Macfarlan)	+10	27	94	18
Total	38.87	157.5	404	75 cr./58% of classes
=				
Work load reasonable	15 +3 =18			
People Needed	+38.87/18 =2.16	+157.5/18=8.75 -3=5.75		

Considerations:

School Districts' Teacher Shortage – Projection increase for minimum 10 years to come.

Increase in student numbers past 6 semesters:

FA 12	SP 13	FA 13	SP 14	FA 14	SP 15	FA 15	SP 16	FA 16
314	354	441	375	451	493	625	680	740

State Mandates:

Spring 2016 – All teachers licensed after July 1, 2015, will take the State Approved Family Engagement Course - EDUC 323 – online and offered all over the state of NV

Fall 2016 – All degrees must include ELAD endorsement (additional 9-12 credits) Must be offered 6 credits every semester instead of 3 every fall and a 2-year rotation for the others.

Fall 2016 –ARL program official – 90 students added to degree program all upper level courses in Fall 16. Projection according to Dean Reagan and Superintendents of 35 within our service area added per year for the next 11 years. See Elko Co. alone with retirement projection numbers – people with full 30 years only. We have not hit the crunch yet.

Department Chairs

Great Basin College

Friday, October 14, 2016 at 8:00 a.m.

Battle Mountain #1, Elko HSCI #107, Ely #114, Pahrump #122, Winnemucca #124

MEETING NOTES

Call to Order – Roll Call

Members Present: Rita Bagwe, Susanne Bentley, Tom Bruns, Lisa Campbell, Jill Chambliss, Wendy Charlebois, Angie de Braga, Heidi Johnston, Karen Kimber, Veronica Nelson, Lynne Owens, Kathy Schwandt, Teresa Stauffer, Glen Tenney, Diane Wrightman, Lisa Frazier, Carrie Gaxiola, Robert Hannu, Ping Wang

Members Absent: Pete Bagley, Meachell Walsh

Guests: Bret Murphy, John Rice, Stephen Theriault, Cindy Hyslop

Item #1: Approval of Meeting Notes

- a. Meeting notes from the August 25, 2016 meeting were approved with minor changes to the call to order section.

Item #2: Ad Hoc Group on Online/Brick and Mortar Balance Update

- a. The committee was convened in response to balancing between online and brick and mortar operations. The committee's immediate focus will be:
 1. Understand the significant enrollment growth in online education; conduct research on high school and traditional college student enrollments.
 2. Identify accessibility, flexibility, or asynchronous modality.
 3. Distance education online strategic planning.
 4. Incorporating more lecture capture opportunities.
- b. Online enrollment is GBC's biggest campus; approximately 60% of enrollment. GBC has a large brick and mortar presence throughout rural Nevada and would like to expand by building new facilities in both Pahrump and Elko. It is important to identify the need for new buildings when most enrollment is from online.
- c. It is the responsibility of departments to make scheduling decisions; however, program requirements often dictate course delivery. There are some institutions that do not accept online course work to be transferred. It is usually discipline specific and applies to live laboratory experience.

Item #3: Math Department Long-term Schedule

- a. Lynne Owens expressed concern over restrictive dates and times listed on the math department's long-term schedule. Restrictions are limiting the department's ability to be flexible and can create issues when trying to find qualified part-time instructors. The English department shares the same concerns. The committee agreed that removing specific dates and times for math and English classes that are not required for CTE students is an acceptable practice, as long as the information is communicated to departments.

Item #4: Position Prioritization – Computer Technologies

- a. Computer Technologies will have an open position upon the retirement of Cindy Hyslop. Information was provided indicating the justification for the position. Current faculty in the

department are unable to absorb the full workload of the position and part-time instructors cannot be expected to advise and supervise programs. Department chairs voted to approve the computer technologies instructor position for rehire. The item will be presented as an action item at the next faculty senate meeting on October 21.

Item #5: Hiring Priorities for GBC

- a. Career and Technical Education will provide written explanations for instructor positions needed for their department at the next meeting. Budget limitations are frustrating and are a concern for all departments.
- b. The Teacher Education department provided data and information to explain the need for an additional two full-time faculty positions to maintain a quality program. The State of Nevada continually changes education requirements, this past week GBC received notification that four new courses must be added to each degree program. These requirements are increasing course load and student enrollment. Full-time faculty are engaged in heavy workloads and are receiving large amounts of overload.
- c. The teacher education program is viewed nationally and by the state. The chair expressed concern over quality of the education program and if quality goes down it will negatively impact GBC. Last year, department chairs did approve for a teacher education instructor position be placed on the priority hiring list. The dean for the area informed the department that it would take two years before a position could be hired due to the legislature and funding sources. The chair stated that it is not honest for GBC to report that faculty can continue to carry on with the heavy workload for the next two years.
- d. The possibility of employing someone on a short-term basis for one year is not an option. An additional challenge is locating qualified part-time instructors. Currently, part-time instructors teach 58% of the courses taught within the education department. The issue is not going to go away; enrollment trends will continue to rise for at least the next ten years. The department is in immediate need of additional full-time faculty. The concerns of the department will be shared with President Curtis.

Item #6: Dual Enrollment

- a. The Social Science department has concerns with dual enrollment students. Some of the concerns are:
 1. Special courses just for high school students.
 2. Testing occurring without oversight of an instructor or proctor.
 3. Students are often not prepared to take college level courses and are not required to take an orientation class.
 4. Lack of submitting assignments on a regular basis.
 5. Assigned textbooks are not being used.
 6. Minors taking classes where provocative material is present.
 7. Criteria to enroll in college-level courses.

Item #7: Turn-It-In Program

- a. The integrity of the program is in question because the system cannot be relied upon to accept and receive assignments and significant issues have not been resolved by the company. The license for the program is up. Research has been conducted on similar programs; however, costs are higher and the format is different. Chairs recognized the issues and expressed their support of terminating the license with Turn-It-In and exploring an agreement with Vera-Site.

Item #8: Discussion with Dean of Arts and Sciences

- a. Wendy Charlebois will organize a meeting with Dean Reagan to share concerns over the budget, faculty positions, and dual enrollment for the arts and sciences departments.

Department Chairs

Great Basin College

Thursday, August 25, 2016 at 10:00 a.m.

Battle Mountain #2, Elko HTC #123, Ely #118, Pahrump #122, Winnemucca #115

MEETING NOTES

Call to Order – Roll Call

Members Present: Susanne Bentley, Wendy Charlebois, Kathy Schwant, Ping Wang, Angie de Braga, Karen Kimber, Teresa Stauffer, Meachell Walsh, Tom Bruns, Lisa Campbell, Veronica Nelson, Lynne Owens, Pete Bagley, Rita Bagwe

Members Absent: Glen Tenney (P), Heidi Johnston (P), Diane Wrightman,

Guests: Thomas Reagan, Bret Murphy, Lynn Mahlberg, John Rice, George Kleeb (P), Jonathan Foster, Mary Doucette (P), Stephen Theriault

Item #1: Selection of Chair of Chairs

Susanne Bentley was selected as the chair of chairs.

Item #2: Meeting Dates

Committee meetings will be scheduled on the mornings just prior to executive committee at 8:00.

Item #3: Academic Affairs Update

IDEA Student Ratings - The transition from paper to online student ratings did not occur as expected. Full implementation is now scheduled for November 2017. Piloting of the online system will either occur during summer or winter sessions of 2017.

WebCampus New Design Tools – There are new design tools in WebCampus and they are very valuable tools. There is now an institutional policy area that can be utilized for GBC and department policies. The documents can be linked directly to a syllabi.

Library – Data collected through a survey that was performed last fall indicated students are unaware of online library access and services. The library distributed tote bags to students at all center locations that included information on available online services. The library is focused on reaching out to all students to provide them with resources that will help them be successful in their studies. Departments were asked to promote the library to students.

The library will be hiring an Administrative Assistant III position that will be funded from the 4% student fee increase that was approved by the Board of Regents. Recruitment for the position will begin over the next few months.

Dual Enrollment – Dean Reagan will supervise the dual enrollment program. Last year GBC lost approximately \$200,000 for dual enrollment courses. Negotiations occurred with Nevada State High School and they will now be paying full tuition for courses. The Board of Regents will be considering new language that allows institutions to negotiate a fair and appropriate fee for distance education courses. If approved, there will be a fee increase; however, it has not been determined as of yet.

Program Assessment/Student Learner Outcomes – Dean Reagan has been appointed as the accreditation liaison officer for Northwest Commission on Colleges and Universities. Last year, departments did a very good job of putting together five-year program assessment plans. Dean Reagan plans to meet with programs to assess current plans and to target and implement program needs with emphasis on student learner outcomes. The E-Portfolio system can be a valuable tool for qualitative and general education assessment. Clear expectations of assessment requirements need to be identified and shared with departments.

Part-time Instructor Performance Review – New part-time instructors are to be evaluated during the first semester of instruction and every 5th year thereafter. Department chairs will be notified of which part-time instructors are subject to be reviewed at the start of each semester.

Department Chair Responsibilities - Chairs were asked to review the policy to stay up-to-date with the responsibilities of the position. Chairs of departments are facilitators and negotiators; they are to make sure the department runs smoothly and works together. As a reminder, the general view is that 1 day a week should be designated for department chair duties; this is approximately 20% of a full-workload for instructional faculty.

Guidelines for Departments' Interactions with Branch Center Directors Policy – The policy describes the cohesive collaboration between departments and the centers. All payment requests for part-time instructors will be generated at the department level. Support staff will work closely with center directors and department chairs to ensure an organized and consistent process is maintained. It is important for chairs to approve the payment requests as soon as they can. Human Resources will no longer accept late requests.

Grievance and Grade Appeals – Vice President Mahlberg briefly described the processes. The student must first inform the instructor of the issue. If the issue is unable to be resolved at this level then the department chair will be brought into conversation.

Catalog Changes – All finalized catalog changes will be due by December 15; this date is nonnegotiable. This includes the approval process through Curriculum and Articulation.

Long-term Schedule – Departments were asked to hold true to the schedule. It is essential to communicate changes to all departments when a change to the schedule occurs. A request to have access to make changes to the schedule was requested. All proposed changes to the long-term schedule will be presented to department chairs at the November meeting.

Program Reviews – Programs responsible for performing reviews this year are the BSN, BAS-DIS, A.D.N.-Nursing, Radiology Technology, and Criminal Justice.

Support Services Throughout GBC Departments – Areas all across GBC are experiencing heavy workloads. Support staff received accommodations for the work they perform and their willingness to assist whenever requested.

Orientation for New Full-time Faculty – The faculty senate executive committee along with the guidance of administration will be looking at revising the orientation process for new full-time faculty.

Budgets – Budgets will remain the same as last year. Vice President Mahlberg expressed caution to use funds appropriately and stay within allocated allotments. GBC does not have unlimited resources and covering over expenditures is difficult.

Load Distribution and Upper Division Multiplier Effect – The Board of Regents passed a policy to address upper division course workload at the community college level. Many factors will have to be considered and administration wants input from faculty on how GBC approaches the 1.25 multiplier per credit. Three possible options were presented to chairs for consideration: 1. Implement a phase-in plan, 2. Postpone for one year to see the results of the legislature budget approvals, and 3. Pay now and use institutional reserves. A suggestion to use the endowment for new program distribution could be used as a possible source. There is typically \$60,000 that is awarded each year. Chairs were encouraged to discuss the options with their departments. Vice President Mahlberg will present the suggestion to use endowment funds to President Curtis.

Annual Performance Review – Dean Murphy explained some of the strengths and weaknesses that occurred with the FY 2016 annual evaluation. He also acknowledged the hard work of the committee and faculty that took place last year. Meetings will be scheduled to communicate expectations and to address any issues that need resolved. Faculty were encouraged to go through the appeals process to address any unresolved issues or to meet directly with the appropriate dean.