

GREAT BASIN COLLEGE
PRESIDENT'S COUNCIL
May 8, 2012

PRESENT: Lynn Mahlberg, Mike McFarlane, Sonja Sibert, John Rice, Sarah Negrete, Kris Miller, Bret Murphy, Jolina Adams, Carmen Matlock, Alex Porter
ABSENT: Cathy Fulkerson, Kris Miller

1. Approval of Minutes – The minutes of the President's Council meeting on April 17, were approved.
2. SGA Update – Alex Porter reported on the activities of last week which was final bash week. The SGA hosted a bingo night, a luau dance, a dance competition, movie night and Friday follies. Planning for next year has already begun.
3. Laboratory, Technical, and Career Skills Course General Safety Procedures – The policy was approved by President's Council.
4. Faculty Senate Update – Sarah Negrete presented old business from Faculty Senate to approve. The Distance Education policy; the Curriculum & Articulation report, and the Overload policy. For the Distance Education policy, how is this different for regular classes? There are instructors who are not even using our platform to present their class online. PC wanted to know what exactly the committee was charge with doing. Online classes have the same standards and expectations in terms of outcomes as the live classes. Sarah said this recommended policy just lays out some things that are not happening now in some online classes. It is weak but better than what we have. Mike says that these are requirements that are expected in any class. This is not based on any other model out there and John will find what Lisa Frazier presented to him on other models. This document does not define what we want to be about. Mike sees this as an affirmation of what an online class is in basic terms. John Newman's dissertation was on this. He has the most knowledge with online learning and probably compromised to get this report out. This is what faculty will accept. Recommendations from PC are: report won't be accepted at this time so that we can get clarity on some things. Mike set up meeting with John N. and Lisa.

The GBC overload limit policy was approved by President's Council.

At the April Faculty Senate meeting the Adjunct Faculty Committee recommended that instructors teaching community education courses that are taught for zero credit, be exempt from the adjunct faculty evaluation process. In lieu of the formal evaluation, each community education instructor will instead be evaluated by using the GBC continuing education and community service course evaluation form. Mike said we need to check the wording/requirements or our accreditation before approving something like this. Item was put on hold until this can be investigated.

Also at the April meeting the Assessment Committee recommended a new policy be put in place for assessment. President's Council passed the wording

The faculty evaluation points system has been revised. There will be several items going into a point. The forms will need to be revised for fall.

The Faculty Senate containers are changing. This Friday the Senate will be voting on those changes. There are four people running for Faculty Senate chair elect: Susanne Bentley, Tom Reagan, Amber Donnelly, and Norm Whittaker.

5. Classified Council Update – Jolina Adams reported that for next year the classified co-chairs will be Jolina Adams and Renae Jim. Norbel Uribe has been selected the Outstanding Classified employee. Lynn will present the award to Norbel at the end of the year Classified social on June 14.
6. Institutional Planning & Effectiveness – No report.
7. Diversity – Lynn Mahlberg reported that Gretchen Skivington, Latina advisor, is hosting a Latinas Unidas luncheon this Friday in the Solarium. Guest speaker will be Lori Gilbert. There is an open invitation to attend. Last Friday, Lynn attended a workshop on how to promote success with Hispanic students at CSN. GBC was the only college within the System that is not considered a Hispanic emerging college. To qualify we need 15 – 25% Hispanic enrollment and we are at 14%. We have good retention and graduation rates with the Hispanic population.
8. President's Report – Lynn Mahlberg reported that Dr. Mark Curtis was appointed the new president at GBC and Bart Patterson was appointed the new president at NSC at the special BOR meeting on April 30. Mark Johnson was appointed president of UNR on April 20. There will be an agenda review meeting tomorrow. The career fair held this month was very successful. The Stan Popeck Memorial BBQ is on Thursday, May 10. The end of year employee BBQ is on May 16. Lynn will be travelling to Winnemucca, Battle Mountain and Ely to attend the graduation celebrations there.
9. Miscellaneous

Lynn thanked Carmen Matlock and Sarah Negrete for serving their year on President's Council.

Bret Murphy reported that 80 MTC scholarships have been awarded with 2 for RAM. There were 170 applications.

Mikes additional comments on the Distance ed policy.

John Rice video is almost complete.

Trip to Pahrump on conceptual plan for 200 acres SHA presentation was exciting.

Lynn would like to recommend that department advisory groups bring reports to President's Council. Here is the Health Sciences and Human Services report to their advisory group on the department's major accomplishments:

- ADN and RN to BSN programs awarded continuing accreditation for 8 years (with conditions) by the NLNAC
- Human Services programs scheduled site visit for accreditation in early October 2012
- Radiology Technology program awarded accreditation for 5 years by JCERT.
- Practice Lab position funded by Perkins Grant filled by John Bain, MSN, CCRN
- Part-time EMS Coordinator position approved and filled by Linda Bingaman (formerly with the UNR Fire Science Academy in Carlin)
- One nursing faculty position previously eliminated has now been restored and a search is underway
- Delene Volkert, CNA Program Coordinator, completed her MSN in nursing education
- Budget and Facilities Committee awarded funding for a high fidelity simulator (Laerdal SimManTM)
- A needs assessment for an LPN to RN program in Pahrump was completed

Bret Murphy reported that GBC is now a National Center for Construction Education Research (NCCER) accredited training center. Our online electrical program is accredited by NCCER. We have been working on this for 4 years.

- b. For teaching a training course at a surface mine or other industrial site the differential rate will be fifteen dollars (\$15.00) per student per credit.

This rate will not affect either the faculty member's overload status or normal workload.

4.0 Overload Compensation

For any semester in which a faculty member is carrying a workload above the amount stated in this document as a core workload, that faculty member shall be compensated above the amount of the regular salary. During the semester in which the faculty member is working in an overload situation, the individual faculty member and the VPAA shall jointly decide if extra pay for the overload credits or a reduced credit load the next semester (from fall to spring semesters only) is appropriate. Workload credits from one academic year may not be carried over to the next academic year. Core workload arrangements must be approved by the VPAA before overload agreements can be made. Workload units – rounded to the nearest tenth - above the core workload shall be considered overload. The compensation rate for overload pay will be the number of overload workload units times the highest adjunct faculty per-credit pay rate.

4.1 Overload Limit – The maximum overload any GBC faculty member may have in any semester is 9 workload units (WU). All overload for any semester must be approved in advance by the VPAA. In determining the maximum overload for one semester, certain types of overload may be excluded in determining if a faculty member has met the maximum overload of 9 WU. These exclusions include the following:

1. Exclude up to 3 WU of non-instructional, reassigned duties.
2. Exclude any classes which are not taught 100% within the published regular 15 week semester.
3. If online classes are being taught and workload is received for classes with enrollment of any course split into more than one section, up to 6 WU may be excluded from the maximum allowed for overload.
4. Do not include the .25 WU/credit adjustment for certain online classes of large size (workload policy, Chapter 5, Section 3).
5. Exclude independent study WU.
6. Any WU above 9 after the above listed considerations must have the approval of the faculty member's supervisor in advance.

5.0 Underload

Any faculty carrying less than the stated number of workload units for their position in any given semester will have duties assigned to them by the VPAA from the following options:

1. Be given a larger credit load the next semester (may be carried over only from fall to spring semesters; may not be carried over to the next academic year).
2. Be given a course previously scheduled to be taught by an adjunct instructor.
3. Schedule a course or courses to be offered in the late semester schedule.
4. Offer one or more short courses targeted for specific groups.
5. Be assigned duties by appropriate administrators that relate to the faculty member's function to the institution. These duties should be equal in time and effort to that of the number of workload units the faculty member is short.

6.0 Exceptions

Exceptions to the workload policy will only be allowed if exceptional circumstances force deviations from this policy. All exceptions to the normal implementation of the workload policy as set forth above must be approved by the VPAA. Exceptions will be granted only on a semester-by-semester basis and generally only for one semester.

7.0 Faculty Incentive Stipends

All activities listed below must be approved in advance by the VPAA. Performance of these activities and functions must have a demonstrable benefit to GBC. These are not to be counted as part of a faculty core workload or overload unless agreed to in advance by the VPAA.

1. **Leadership Positions in Professional and College Associations.** The faculty members may receive a stipend for taking on a leadership position in a professional or college association. These must be elected offices within widely recognized organizations, and have titles such as President, Vice President, Secretary, Treasurer, or Program Director. Not more than one leadership position will be recognized for any single

- Minor children are under eighteen years of age and who are not emancipated.
- Minors under the age of eighteen who are enrolled in credit classes or who are enrolled in a fee-based program (which is supervised); or high school students working in High Tech Center(s) shared facilities, using the library, community center (e.g., Cafe X, Bookstore, etc.) are exempt (unless they are disruptive).
- In the classroom, lab area, or for field trips, exceptions would be very rare and at the discretion of the instructor. An adult may be asked to leave with the child(ren), if it is later determined that the behavior is distracting and/or disruptive.
- Minor children may not be left unattended in public areas such as the library, High Tech Center, community center, left to wait in access areas (e.g., outside the classroom, or outside the ground).
- If a child, under the age of eighteen, is left unattended, child protective services or the appropriate law enforcement agency may be notified.

10.7 Laboratory, Technical, and Career Skills Course General Safety Procedures. Great Basin College is committed to providing a safe learning environment for all faculty, staff and students. All members of the Great Basin College (GBC) campus community are expected to know, understand and follow the safety procedures listed below. This is a listing of general safety practices that shall be followed in every course, laboratory, clinical setting or workforce-training program. However, it is not the only safety procedures or policies that you will be expected to follow. During your coursework, you will receive instruction in and be required to follow course specific safety procedures and policies.

Common sense is expected in Laboratories, Technical classrooms and Skills courses. Students are expected to work in a responsible manner and exercise good judgment. Unsafe classroom practices, failure to follow the safety procedures listed below or those provided by your faculty member may have an adverse affect on your successful completion of your class. Disregard of safe classroom procedures may result in disciplinary sanctions as described in the Student Conduct Policy available for review in the GBC General Catalog.

Safety Procedures

1. All books, backpacks, coats and other personal items should be stored in designated locations not in the area of chemicals, machinery or other work locations.
2. Students are responsible for learning where the first aid kit, fire extinguishers, eye wash stations, M.S.D.S binder and safety personal protective equipment are located and how to use them.
3. When working or moving equipment in classrooms, laboratories or clinic locations students must ensure that all exits have a clear pathway to the door 36" wide. They should also keep all areas in front of electrical panels, fire extinguishers, emergency showers, eye wash station and AEDs clear for easy access in an emergency.
4. Students will wear all personal protective equipment required for their specific course. This will include safety glasses/goggles, welding helmets, gloves or lab coats
5. Eating and drinking inside the laboratory is subject to the approval of instructor.
6. When students arrive, they should be in a condition fit for the safe performance of the skills required in their class. Students that are extremely tired, under the influence of alcohol or illegal substances may cause harm to their fellow students, faculty or themselves.
7. Great Basin College is committed to providing a place of instruction that is conducive to learning; and that is, to the greatest extent possible, free from distractions. Only authorized personnel and enrolled students should be present in classrooms and lab facilities.
8. Hand washing should be a regular part of the laboratory routine. Wash hands after taking off gloves, before leaving for break to eat or smoke and at the end of the class time.
9. All accidents and incidents should be reported immediately to the Lab Manager, Instructor and/or Professor. Emergency procedures must be followed as set forth in the emergency plan for that specific lab or as defined by the M.S.D.S for the chemicals involved.
10. Hazing, horseplay and unauthorized experiments are forbidden in any classroom or lab.
11. It is the responsibility of the student to read, understand and follow all safety handouts, posters and policies.
12. All products used in the laboratory should be clearly labeled with either a manufacturer label or approved NMIS/NFPA label. No product should be used that is not labeled without specific instructions from the instructor. All safety and use directions on a label should be followed unless given specific directions from the instructor.

13. It is the student's responsibility to clean their work area, put away all tools and equipment and properly dispose of all chemicals, sharps, scrap materials, etc. before leaving the classroom or laboratory.
14. No student should be working alone in a classroom, laboratory or clinical setting there should always be an Instructor or Lab Aide present anytime students are working.
15. All students must comply with all campus safety policies as stated on the Safety and Security website.
<http://www2.gbcnv.edu/security/>

11.0 Graduation Requirements

11.1 Catalog Year to Follow. A student may elect to graduate under the catalog/degree requirements of the year of admission and registration (provided its not over six years old for an associate's degree and ten for a bachelor's), or the year the student declares/changes a major, or the year of graduation, but not a combination of these.

When course offerings of prerequisites within the academic major have changed, the academic department shall determine acceptable alternative(s) that should be documented on a *Course Waiver/Substitution* form that can be obtained in the admissions and records office or the branch campuses. This form then becomes a part of the student's permanent GBC file.

11.2 Credit and Course Requirements. A minimum of 120 credits is required for a baccalaureate degree, 60 credits for an associate's degree, and 30 credits for a certificate. The *General Catalog* has specific core and total credit requirements for each degree.

Credits in Residence. Students must complete at least 15 credits at GBC (challenge exams, non-traditional credit, and work experience may not be counted toward the residency credit) for an associate's degree or a certificate; 32 credits at GBC are required for a baccalaureate degree.

Course Requirements. General education requirements for associate's and bachelor's degrees are listed in the current GBC General Catalog. Certificate core requirements require students to have completed three semester hours of English/Communications, a human relations course, and a demonstration of computation skills.

11.3 Grade-Point Average. Students receiving a degree from GBC are required to maintain a minimum cumulative GPA of 2.0. GBC's GPA includes all courses with a letter grade of "A" through "F" (repeated courses counted by the highest grade only). Audit, Incomplete, and Pass/Withdraw are excluded from the GPA count. Additional GPA requirements may be established by individual departments.

11.4 Second Degrees

Second Associate Degree. A second associate's degree requires a minimum of 15 credits in residence beyond the first degree and the completion of the specific course requirements of the second degree.

Second Bachelor's Degree. A second bachelor's degree requires a minimum of 32 credits in residence beyond the first bachelor's degree and the completion of the specific course requirements for the second degree.

11.5 Application for Graduation. Students must formally apply for graduation by obtaining from admissions and records an *Application for Graduation*. It must be returned on or before March 15 for Spring graduation and October 15 for Fall, along with a fee to begin processing. Students who fail to meet degree requirements by the end of the following semester will need to submit a new application and pay the fee again. Applicants after March 15 or October 15 will be assessed an additional late fee. Admissions and records will do a final degree audit upon receiving application and student will be notified of his or her graduation status.

Prior to graduation, students must not have a financial obligation towards GBC or NSHE. Caps and gowns are purchased in the GBC Bookstore. There is only one commencement ceremony in May but students can graduate at the end of the Fall semester provided they have completed all requirements.

Applications must be turned in to the controller's office along with the fee. Money is deposited in the graduation account and the student's application is returned to admissions and records for processing. All graduates are invited to participate in the ceremony, but it is not mandatory.

Members: Susanne Bentley, Bob Byram, Jim Elithorp, Lisa Frazier, Robert Hannu, Thomas Matula, John Newman, Russ Orr, Stephen Theriault

The Distance Education committee will call for action at the March 16th faculty senate meeting to have the following requirements and recommendations be present in all online courses.

The following items listed were found currently to be required components of the syllabus listed in the FES and removed:

Course alignment consisting of:

- a. Course objectives
- b. Learner outcomes
- c. Learner strategies
- d. Assessments for online courses:

Requirements(revised):

Syllabus additions of:

1. All GBC online courses must have their initial point of origin in the current GBC learning management system (Canvas). Added March 8th.
2. Use of tools for instructor contact. Examples consisting of but not limited to are:
Email
Discussion board
LiveNet
3. A reasonable timeline for grading, commentary, return of required work:
Timelines to be established by departments
4. Grade book that is aligned with syllabus and accessible to students.
5. Course layout and navigation is organized and structured
 - a. Articulation with syllabus is clear
 - b. Alignment of learner objectives and measurement is clear

Recommendations:

1. Communication with students at start of semester
 - a. Welcome by instructor
 - b. Introductory discussion posts
 - c. Course introduction
2. Instructor is “present” throughout the semester—communicate with entire class throughout the semester
 - a. Weekly email or post from instructor
 - b. Periodic announcements alerting students to important course events/timelines
3. Wide variety of media resources to meet various learning styles.
4. Students have the opportunity to practice before final assessment (assignments, quizzes, discussions, case studies, etc.)
5. Library link.
6. Academic Success Center link.

Full time faculty syllabi will be submitted as usual to Berg so they will be available for viewing by interested parties. The peer review process in place through the current evaluation system will serve as the monitor. The adjuncts' alignment with the requirements online would be monitored at the department level, much like adjuncts are monitored in our live/IAV courses.

John Newman – Chairman Distance Education Committee

Policy

The Assessment Committee serves to periodically review and make recommendations relevant to the standards, educational quality, implementation, oversight, and assessment of the instructional programs of the College. This committee maintains any items necessary to assess related student learning outcomes (*Faculty Senate Bylaws* description of the Assessment Committee).

The information gained from this process of assessment will help instructors, departments, and programs make necessary changes in courses and programs to improve student learning.

Procedures

All instructors will assess one course each semester using the Course Assessment Report Form. At a minimum, courses will be assessed on a five-year rotation; departments will be responsible for deciding on the rotation.

The Assessment Committee will be responsible for assuring that this rotation is completed.

The Course Assessment Report Form, along with an explanation of how to use it, is available on the Faculty Evaluation System under the Teaching Role: Assessment, as well as on the Assessment Reports, Assessment Committee, and the Evaluation Committee web pages.

After the yearly evaluation cycle has been completed, the Course Assessment Reports are downloaded by the Office of the VPAA and formatted as .pdf files. The Assessment Committee is responsible for reading through the assessment reports, creating a brief summary of the assessment results for the Office of the VPAA, and assessing the assessment process. This committee may also make suggestions for professional development based on this summary and will pass these on to the Professional Enrichment Committee.

Completed Course Assessment Reports will be published on the GBC webpage under a link titled Assessment Reports. This link will include discipline and course assessments as well as program reviews and the summary report from the Assessment Committee. (To see an example of what this might look like, go to <http://www.tncc.edu/assessment/car/>.) Publication of these reports will (1) ensure that the assessment process is transparent and (2) make assessment results available to any interested parties.

FS - April, 2012
PC - May 8, 2012

Senate Report for March, 2012
Curriculum and Articulation Committee Meeting
Held March 1, 2012 at 2pm in HSHS Room 102

Present: Mary Doucette(Chair), Jan King, Yvonne Sutherland, Richard Kampf, Lora McCarthy, Delores Whitaker, Stephen Theriault, Delene Volkert
Proxy for Tami Gailey was given to Delene Volkert prior to the meeting.

Guest: David Freistroffer

Absent: Ken Kisner, Earl Owen

1. The following classes were reviewed:

Course Number	Course Name	Credits	Action
BIOL447	Advanced Comparative Animal Physiology	3 Cr.	Approved
SPAN109B	Spanish For Law Enforcement I	2-3 Cr	Sent back for clarification of CCN credit discrepancy/Not Approved
AGSC100	Elements of Livestock Production	3 Cr	Approved for CCN change started by UNR. The change is for AGR and ANSC courses to AGSC (Agriculture Science)
AGSC101	Agriculture Orientation	.5 Cr	Approved
AGSC102	Agriculture Communications and Organization	1-3 Cr	Approved
AGSC105	Livestock Production System	3 Cr	Approved
AGSC110	Introduction to Agriculture Management	3 Cr	Approved
AGSC122B	Intercollegiate Rodeo	2 Cr	Approved
AGSC123B	Advanced Intercollegiate Rodeo	2 Cr	Approved
AGSC163	Horsemanship	2 Cr	Approved
AGSC198	Special Topics in Agriculture	1-6 Cr	Approved
AGSC201	Agricultural Issues	3 Cr	Approved
AGSC205	Rudimentary Farrier	2 Cr	Approved
AGSC206	Fundamentals of Animal Nutrition	3 Cr	Approved
AGSC209	Physiology of Livestock Reproduction	3 Cr	Approved
AGSC210	Livestock Reproduction Lab	1 Cr	Approved
AGSC211	Agribusiness Management	3 Cr	Approved
AGSC275	Animal Health and Sanitation	3 Cr	Approved
AGSC290	Cooperative Work Experience	1-6Cr	Approved
AGSC413	Range-Livestock Interactions	3 Cr	Approved
AGSC416	Agriculture Internship	1-6 Cr	Approved
AGSC418	Beef Cattle Management	3 Cr	Approved
AGSC496	Agriculture Capstone	3 Cr	Approved

2. Discussion was held on "What needs to go to C/A committee?". We decided we need some more clarification. We were going to do this by email, but have since decided to table it until the April meeting.

3. Next meeting will be April 5, 2012, Thursday, 2pm.

Respectfully submitted:

Mary C. Doucette
Curriculum and Articulation
Committee Chair

Adjunct Faculty Committee
April 2012
Action Item

The Adjunct Faculty Committee requests Faculty Senate to approve the following action item:

Instructors teaching community education courses, that are taught for zero credit, be exempt from the adjunct faculty evaluation process. In lieu of the formal evaluation, each community education instructor will instead be evaluated by using the GBC continuing education and community service course evaluation form. The information from the completed course evaluations will provide beneficial information for the department and the instructors.

Reasons for the recommendation are:

- Large number of non-credit community education courses offered each semester (approximately 40 per semester).
- Courses are offered at varied days, times, and locations.
- They are hobby-type, personal development courses that are graded on a pass/withdraw basis and do not count toward a degree.
- The duration of the classes is often only a few hours.
- The current process does not work for these courses.