

GREAT BASIN COLLEGE
PRESIDENT'S COUNCIL

June 23, 2015

1:30 p.m.

PRESENT: Mark Curtis, Mike McFarlane, Lynn Mahlberg, Sonja Sibert, Angie DeBraga, Amber Donnelly, Bret Murphy, Mary Doucette, John Rice, Cathy Fulkerson, Mardell Wilkins, Demarynee Saili, Michelle Phay

ABSENT: Steve Theriault

1. Approval of Minutes – The minutes of the President's Council meeting on May 26, 2015, were approved.
2. SGA Update – DeMarynee Saili reported SGA had their first summer meeting yesterday and approved some budget items. Student Orientation will be online this year. She will be meeting Adriana Mendez to see what they can do to help out. SGA is planning events for the upcoming year.
3. Faculty Senate Update – Mary Doucette
Faculty Senate Bylaws Revision was approved at the last Faculty Senate meeting. Mary is now requesting input from President's Council. The changes are not substantive; the language was cleaned up. There is more information about the committees and what the duties are of the committees. Mary requested that President's Council review the shared governance statement. The bylaws will be brought back to PC at the next meeting.

Mary reported the committee memberships are being finalized.

Mary reported the faculty senate chairs are meeting to discuss various NSHE code sections. The civility statement on campus safety will fall under the federal guidelines. Pat Anderson and Lynn Mahlberg worked on the GBC Cares policy. It will extend civility to online formats as well. The civility wording will appear in the catalog and optional in the syllabi.

Mary reported there are three people piloting the new part time evaluation process.

4. Classified Council Update – Michelle Phay is filling in for Dori Andrepont. Michelle reported things are winding down for the semester. The Classified barbeque is scheduled for July 1.
5. Institutional Research Update – Cathy Fulkerson provided an update on automated reporting – it will free up a lot of her time so she can focus on core themes, accreditation and assessment. All compliance reports were in on time. Cathy will be Elko on July 6 working on annual assessment reports from departments and review strategic plan indicators. She will be implementing it to the point where we can send an email through TracDat. You will be able to go directly to the strategic indicator that you are responsible for and see what is needed from you. It will be a process going forward.

6. GBC Institutional Assessment Plan – 2015 – Mike McFarlane reported that Cathy has seen this assessment plan. The plan fits with item 7 in the mid cycle accreditation coming up. We need to have some action. We are required to have an institutional assessment plan. The assessment plan was created last fall and sent it to the assessment committee for review. The committee didn't have significant changes. Faculty Senate has not approved the plan yet. The accreditors want us to showcase two programs. President Curtis would like for the education program be one of the showcased programs. Cathy added that we need to schedule a meeting this fall to review the mission fulfillment.
7. Mid-Cycle Accreditation Report Steering Committee- Mike McFarlane reported stated that an accreditation steering committee is usually created for the major 7 year visit. For this mid cycle report for accreditation Mike would suggest using PC as the committee. There will be a standing agenda item for accreditation at the PC meetings.
8. Vice President Reports
Lynn Mahlberg reported that a number of departments are sharing the Barrick intern and it is very much appreciated. Marsha Holford is now gone, so Sandy Cortes and Melissa Rissi have taken on more responsibilities and Deanna Hamilton has transferred over from Human Resources.
9. Dean/Director Reports
Bret Murphy reported the third diesel instructor search is ongoing. The CTE programs will start soon with the live student orientation scheduled for August 28th. The online instrumentation program will begin this fall. The TAACCCT grant allowed for the purchase of equipment. No one has signed up for the classes yet. Potential students will have to be working in the instrumentation field and still have to come here once per week and keep working with their employer.

Amber Donnelly reported that the student orientation is tomorrow for the new nursing students. There are six new nursing students in Winnemucca, five in Pahrump and twenty in Elko. The response for the JCERT accreditation was sent in last week. This week the departments has been working on the Paramedic search. The paramedic program was awarded a competitive grant for \$250,000 that will pay for all equipment and supplies for the paramedic program. The education position will be shared with the hospital.

10. President's Report – Mark Curtis reported that we got our bridge funding. Sonja Sibert has been working on the budget detail that is due June 29. We have a balanced budget for FY16 and 17. We promised to do something for the students with the 4% registration fee increase, so we will be hiring 2 CTE faculty and 1 student services staff over the next 2 years. Over the next 2 years we will need to find an additional \$750,000 in savings or we won't be able to hire the two positions in 2017/18. We will be trying to increase our student registrations by offering more. Some positions that were previously slated for self-funding will be delayed because of the bridge funding. But we will have to address that again closer to the 2017/18 academic year. It gives us an easier transition and more time to do it gracefully.

President Curtis reported at the last Board of Regents' meeting a couple of the Regents asked him why GBC wasn't a state college. President Curtis is analyzing what that would mean and is working on a paper to present to the Regents. Faculty will have input because of the many differences between a state college and community college workload, tenure, etc. He will be looking at all the differences and line for line create a white paper by the September Board of Regents' meeting when our two bachelor programs will be approved and then shortly after that present the white paper and start the conversation at the December Board of Regents' meeting. Everyone recognizes we are a state college without the designation. Please send President Curtis any comments or questions on this issue. GBC will remain an open door institution. Bret Murphy asked how becoming a state college help us financially. GBC revenue would be more per credit hour. The future is offering more bachelor degrees. GBC graduated 700 bachelor degrees and 5500 certifications and associate degrees. There is also potential to tap into Las Vegas population with online courses. The growth in the high tech field in Reno will help also.

11. Miscellaneous – No miscellaneous.

FACULTY SENATE BYLAWS

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PREAMBLE

The mission of Great Basin College (GBC) is to enrich people's lives by providing student-centered, post-secondary education to rural Nevada. The college accomplishes this by providing for the educational, cultural and related economic needs of the multi-county service area through programs of university transfer, applied science and technology, business and industry partnerships, developmental education, community service and student support services in conjunction with certificates, associate, and baccalaureate degrees. The mission of GBC is fulfilled by a community of faculty, administrators, staff, and students through a philosophy of shared governance.

The operation of GBC is the joint responsibility of the Nevada System of Higher Education (NSHE) Board of Regents (BOR), the Office of the President of GBC, and the GBC faculty. The responsibilities of faculty at GBC are to provide a learning environment that seeks to preserve, augment, criticize, and transmit knowledge; to develop skills; to foster creative capacities; and to establish the means and opportunity for the community at large to participate in these activities through education and community-based events.

The government of an institution of higher education should be designed to allow faculty to select and carry out their responsibilities with maximum effectiveness and integrity. To insure the orderly development of educational programs and policies, to facilitate communication and cooperation among officers of administration and the faculty, and to promote the stable growth and continued improvement of higher education in the State of Nevada, we, the faculty of Great Basin College, shall govern in accordance with the bylaws herein.

ARTICLE I: NAME

The organization herein defined shall be known as the *Senate* of GBC. The organization will be referred to as the Senate in these bylaws.

ARTICLE II: AUTHORITY AND FUNCTIONS OF THE SENATE

The authority, purpose, and objectives of the Senate are established within the traditional concept of faculty organization in American colleges. The Senate is authorized to act on any questions and issues brought before it by faculty. Included in, but not limited to, the Senate's responsibilities is the

recommendation of policies and procedures for the operations of the college. The Senate has the authority and responsibility to take all appropriate actions that are not in conflict with these bylaws, with the GBC institutional bylaws, with the NSHE Code, and with the laws and statutes of the State of Nevada and the United States.

A. Shared Governance

GBC adheres to a philosophy of shared governance that is provided for in NSHE code and in a general philosophy of higher education first advocated by the American Association of University Professors 1966 Statement on Government of Colleges and Universities. The NSHE codes referenced below provide the foundation for shared governance.

Title 2, Chapter 1

Section 1.4.6 states that faculty recommend general policies on matters of faculty welfare and rights as established by GBC Bylaws, NSHE Code and missions.

Section 1.4.7 states that all members of the faculty of GBC shall be represented by an entity known as the “Senate,” or another entity or entities established by institutional bylaws. The “Senate” and other entities are organized according to institutional bylaws.

Section 1.4.8 states that actions of senates may be considered in accordance with institutional bylaws. Recommendations of senates concerning general policies related to faculty welfare and faculty rights shall be transmitted to the President for decision. If the BOR approval is needed the action will be based on recommendations from the President to the BOR through the chancellor.

Section 1.4.9 states reorganization of administrative units (i.e., Academic Affairs, Student Services, Business Affairs, or President’s Office) within the college shall be approved by the President only after consultation with the Senate or the faculty of the administrative unit.

Shared governance embraces the notion that all perspectives at GBC have value in decision-making and can move the institution forward to meet the challenges of higher education today and in the future. In adhering to the philosophy of shared governance, GBC administration, faculty, and staff contribute to the development and implementation of actions (including policies and procedure) for GBC.

A critical element of shared governance is President’s Council (PC), a college-wide advisory body comprising representatives from administration, faculty, classified staff, and students. President’s Council considers actions recommended by Senate and may address additional matters and concerns presented by its members.

The development of actions occurs within standing and *ad hoc* Senate Committees in consultation with administrative offices, as needed. Committees vote to advance actions to the Senate for consideration. The Senate may require changes and delay voting until a later date. A simple majority vote in the Senate is required to recommend action to PC for further consideration. Actions of the Senate shall be reported to the PC by the Senate Chair.

PC may request changes to Senate recommendations before final consideration. Recommended changes are reported to committee chairs by the Senate Chair. The senate committee shall consult with Administration to re-draft an action item, but may choose to reject recommended changes. Revised actions are voted upon in Senate and recommendations are re-submitted to PC for consideration.

President's Council

This is an advisory board and the membership may change at the discretion of the President. All members of PC are voting members in making recommendations to the President on actions forwarded by Senate. It is understood the President is the final authority on all actions and all matters relating to the operations of GBC. If a Presidential decision meets with significant faculty opposition the President may choose to reconsider the matter in consultation with interested parties.

Administrative Representation:

The President
Vice President for Academic Affairs
Vice President for Student Services
Vice President for Business Affairs
Dean of Business and Technology
Dean of Health Science and Human Services
Director of Institutional Research and Effectiveness
Assistant to the President

Faculty Representation:

Senate Chair
Senate Vice-Chair
Past Senate Chair or At-large Faculty*
At-large Administrative Faculty Representative

*The out-going Senate Chair may opt-out of this responsibility in which case an at-large faculty member will be elected. At-large faculty members of PC are nominated and approved in Senate by a simple majority.

Classified Staff Representation:

Classified Council Co-Chairs

Student Representation:

Student Government Association President

With the final approval of the President, documents relating to policies and procedures will be uploaded to the GBC webpage by the Assistant to the President.

ARTICLE III: DEFINITIONS

- *Faculty* are all professional academic and administrative faculty.
- *Executive Faculty* are the President and Vice Presidents of the college.
- *Code* is the latest version of the Nevada System of Higher Education Code.
- *Part-Time instructors* are temporary academic or administrative faculty who are issued a letter of appointment (LOA) and are employed less than half-time for a period of more than 60

consecutive days or less than twelve months, or more than part-time but less than full-time for a period of more than 60 consecutive days or less than twelve months.

- *Container* is an academic department or administrative unit of GBC as defined by the Executive Committee and approved by Senate.

- *Senator* is a representative selected by container members to participate in Senate.

- *Senate Officers* includes the Senate Chair, Vice Chair, and Secretary.

- *Ex-officio* status means a member of a committee provides input, advice, perspective, and information but is not a voting member of a committee.

ARTICLE IV: MEMBERSHIP

1. All full-time faculty who are not Executive Faculty, Deans, or Letter of Appointment instructors shall be eligible to be voting representatives in the Senate. These representatives are called "senators" in this document.

2. The number of senators from each container shall be one, except those with more than ten members, which shall have two.

3. In each academic year, prior to the first meeting of the Senate, senators will be selected by election within the membership of the container. The term of each senator shall be for one year, with no limit to the number of terms served.

4. All officers and senators are uninstructed representatives. It is their responsibility, however, to seek the views and opinions of their unit colleagues and to report back to their unit colleagues. Having exercised such responsibility, the members shall be free to make decision and vote on matters according to their own judgments.

5. The term of office for faculty senators shall start at the first Senate meeting and end on last Senate meeting of the academic year.

6. With the Senate Chair's prior approval, in the event that a senator from a designated Container cannot attend a Senate meeting, that representative shall find an individual from within the container to serve as proxy for that meeting. Senators represented by proxy are considered present for the meeting.

7. The Senate may elect two at-large senators from the part-time instructors. Senators who are part-time instructors shall have full voting rights, but shall not hold any Senate office. Candidates may be nominated by any faculty member or by any part-time instructor. Candidates must express a commitment to attend Senate meetings and participate in its affairs. Elections will be held during the first Senate meeting in the fall semester. Terms of office will start October 1 and end at the last meeting of the Senate.

8. In the event a senator is unable to fulfill the duties of office, the container may select another representative.

9. Two absences of a senator without good cause will be considered reason to terminate the term of a senator. The Senate chair will consult with a container to name a replacement. Termination will be reported to appropriate supervisors.

10. The composition of the Senate is subject to change by amendment of these bylaws to accommodate changes in the organization of the faculty.

ARTICLE V: SENATE OFFICERS AND ELECTION PROCEDURES

A. Officers

The officers of Senate shall be the Senate Chair, Senate Vice Chair, and Senate Secretary, to be placed into office according to the provisions of this article. These officers shall perform the duties prescribed by these bylaws.

The immediate Past Chair is not considered an officer of this organization but serves as an *ex-officio* member of Executive Committee and can choose to be a voting representative on PC in the year immediately following her/his service as Senate Chair.

B. Duties of Officers

Senate Chair:

Presides over the Senate. As the duly elected representative of GBC's faculty, the prime responsibility of the Senate Chair shall be to represent faculty interests to GBC Administration, the NSHE BOR, the NSHE Council of Senate Chairs, and any other committees or organizations related to the operations of GBC, and report to faculty on the proceedings thereof.

Additionally, the Senate Chair shall:

- Chair Executive Committee;
- Set the schedule for Executive Committee and Faculty Senate meetings;
- Set the agenda for Senate meetings;
- Assign Senate Committee Chairs;
- Assign members to Senate committees;
- In consultation with Executive Committee, assigns tasks to committees;
- Represent faculty interests at President's Council and other college or system-wide bodies;
- Conveys faculty concerns to President's Council and/or relevant administrators;
- Attend NSHE BOR meetings;
- Nominate faculty representatives to NSHE committees or other organizations related to the operations of GBC; and
- Other relevant responsibilities as directed by faculty.

The Senate Chair, upon taking office, may appoint an executive secretary to track and circulate committee reports, documents, agendas, and minutes. The role of executive secretary is not a senate office and may be held by any GBC employee.

Vice Chair:

The chair-elect shall fulfill all responsibilities of the Senate Chair in the event she/he is unable to do so. Additionally, the Vice Chair serves as a member of the Executive Committee and as a member of President's Council where she/he will represent faculty interests. The Vice Chair is the presumed incoming Senate Chair.

Secretary:

Serves as the parliamentarian for Senate meetings and Executive Committee. The Secretary will understand Robert's Rules of Order and the various governing documents of the Senate (i.e., Senate Bylaws, GBC Bylaws, NSHE Code, etc.). The Secretary assures proper procedure is followed and advises Senate officers and members of proper procedure.

C. Election Procedures

1. All faculty eligible to be senators, as defined in Article IV, shall elect from their numbers a Vice Chair by simple majority of those voting. In cases where the election is contested, the current Chair may determine that the election shall be held by secret written ballot; otherwise, a voice vote or show of hands shall be acceptable.
2. Nominations for the position of Vice Chair shall be opened during the second to last regular meeting of the Senate and shall remain open until the start of the last regular Executive Committee meeting. The Executive Committee will close the nominations and prepare ballots for the eligible Faculty to use when voting. Executive Committee members running for Senate officer positions will abstain from Executive Committee proceedings in regards to officer elections. In cases where the election is contested, voting for the Vice Chair shall be held during the four working days prior to the last regular spring meeting of the Senate. Provisions for the time(s) and date(s) of the election shall be made so that all faculty may vote. The Executive Committee shall close the voting in time to count the ballots and shall announce the election results at the last spring Senate meeting.
3. A Secretary shall be elected from the Senate membership by the Senate membership at the first Senate meeting of each academic year. The nominations shall be made at that meeting and in cases where the election is contested, the current Chair may determine that the election shall be made by secret written ballot; otherwise, a voice vote or show of hands shall be acceptable.

D. Terms of Office

The Chair and Vice Chair shall serve a one year term. In the event circumstances warrant, and as determined and approved by a two-thirds majority of the full Senate, terms may be extended for an additional year. Terms for Chairs and Vice Chairs start and end with the last regular meeting of the spring semester. The Secretary shall be in office for a term that ends with the election of a new Secretary on the first meeting of the next academic year.

E. Succession of Officers

The Vice Chair is the chair-elect and shall assume the responsibilities of Chair during a ceremony conducted by the out-going Chair at the last regular meeting. At that time, the Chair shall become the Past-Chair.

F. Termination of Officers

A petition to terminate a sitting officer may be brought to the Senate Executive Committee. The petition must be certified as having the signatures of a minimum of 25% of all academic and administrative faculty. The reason for the petition will be argued before the Executive Committee, with the Chair of Department Chairs presiding. If the Executive Committee determines the petition and argument are valid, the matter will be brought to the Senate for action. The action must be approved by a two-thirds majority of the Senate. In the event of a termination of office, a special election will be held to replace the officer.

ARTICLE VI: MEETINGS

A. Regular and Special Meetings

1. The regular meetings of the Senate will be held at least once each month throughout the academic year with the time to be the responsibility of the Senate Chair. Special meetings may be called at any time during the calendar year by the Senate Chair, by a majority vote of the Senate, or by any five members of the Senate through petition to the Chair.
2. Regular and special meetings of the Senate are open to all members of the faculty and to visitors, unless a meeting or a portion of a meeting is declared to be in executive session by a vote of the Senate. An executive session is open only to officers, senators, and the Executive Secretary. If mentioned on the agenda, the Chair allows for a period of public comment, during which visitors are allowed to generate and enter discussion.

B. Agenda

At least three days prior to a regular or special meeting, the Senate Chair will have an agenda published and distributed to the faculty. The agenda will also be posted on the GBC Web Page. In addition to regular agenda items, the Chair must place on the agenda of the next regular meeting all items submitted by petition and signed by at least 10 percent of the faculty, and may place any item on the agenda which has been submitted by any member of the faculty prior to or at the Executive Committee meeting that immediately precedes the Senate meeting. Items intended for information only may be given at the meeting without prior notice if the Senate permits. Action may not be taken on items not on the agenda of a given meeting, but this does not preclude discussion items.

C. Order of Business

1. Welcome and Introductions;
2. Call to Order/Announcement of Quorum;
3. Visiting Speaker, if any;
4. Approval of minutes of the previous meeting;
5. Senate Chair Report and Committee Reports;
6. Unfinished Business;
7. New Business;
8. Informational Items, if any;
9. Public Comment, if any; and
10. Adjournment.

D. Rules

The Senate is empowered to make rules governing its own internal organization and procedure subject to the following:

1. A majority of Senate members present will constitute a quorum.
2. All actions of the Senate shall be by simple majority of the members present and voting except as specified otherwise in these bylaws.

3. The minutes of Senate meetings shall be distributed regularly to the faculty and the President. Minutes will be posted on the Faculty Senate Web Page. Minutes will also be made available to the members of the public upon request.

The rules contained in the current edition of Robert's Rules of Order shall govern the Senate in all cases to which they are applicable except when the rules are not inconsistent with these bylaws and any special rules of order the Senate may adopt, any regulations GBC or the NSHE BOR may adopt, or any statutes applicable to this organization.

ARTICLE VII: SENATE COMMITTEES

A. Function

Committees serve to advance the needs of GBC and its mission, and are integral to the functioning of shared governance. There are three types of Senate committees:

Standing committees are permanent faculty senate committees that have a major role in promoting college governance;

Service committees have a limited role in governance but do have an important, on-going role in fulfilling the mission of GBC;

Ad hoc committees are temporary bodies formed for a specific purpose and defined time period.

The Senate has the discretion both to make and to amend its determination of Senate-related committees. Committees that are not considered Senate related include, but are not limited to, department-level committees, tenure committees, committees that exist only due to a specific event, committees that exist for one semester's time or less, and non-college committees.

All faculty, with the exception of Executive Faculty and Deans, must perform work on at least one approved Senate committee as part of their workload unless other institutional service has been approved by their supervisor. In general, faculty who receive compensation or work release to serve as a department chair, program supervisor/coordinator, committee chair, supervisor, or coordinator cannot apply that activity to the service requirement and must serve on at least one additional Senate committee. An exception to this is the chair of the Department Chairs committee who can apply this activity to the committee service requirement.

B. Membership on Committees

Committees are composed of a Chair or Co-Chairs, members of administrative and teaching faculty, and *ex-officio* members assigned as needed. Chairs and regular members of committees are voting members while *ex-officio* are not.

Committee service begins with the first Senate meeting of the fall semester and ends with the last meeting during spring semester.

The Senate Chair shall appoint faculty members to standing and *ad hoc* Senate committees after July 1st of a given year but prior to the first Senate meeting of the fall semester. At the end of each spring

semester faculty are to identify committee preferences, but appointment to preferred committees is not guaranteed. The Senate Chair may make assignments to meet the needs of the shared governance and the institution. At this time, the Chair shall appoint committee chairs, with the agreement of the selected faculty member. Committee members shall represent the diversified interests of GBC.

At the request of the Senate and with the agreement of the persons appointed, Senate committees may include Executive Faculty (recommended by the President), students (recommended by the student government), and/or classified staff (recommended by Classified Council). These members shall be non-voting, *ex-officio* members of the committees to which they have been appointed.

C. Member Duties

Committee Chair

- Attend Executive Committee meetings;
- Schedule and hold regular committee meetings;
- Lead organizer for duties/activities;
- Consult with ex-officio members in regard to policy and actions;
- Coordinate and consult with the Senate Chair, staff, faculty, and/or administration as needed;
- Prepare committee reports for each meeting (including date, members present/absent, summary of discussion/activities, actions recommended, etc.);
- Submit committee report to Senate;
- Maintain committee webpage (list current members, post minutes/reports, maintain current links to related policies on the GBC Policies and Procedures webpage);
- Assure committee review and voting for proposed actions/policies; and
- Present actions or other items to the Senate as needed.

Regular Member

- Attend meetings;
- Participate as requested by the committee chair;
- Facilitate completion of committee tasks;
- Respond to chair requests for assistance; and
- Vote to approve actions of the committee.

Ex-Officio

- Attend committee meetings as needed (a designee may be appointed if needed);
- Advise and consult with the committee in regard to policy development and implementation and as needed for other activities/issues;
- Provide guidance in regard to existing college policy and procedure;
- Provide additional expertise and perspective; and
- Do not vote on committee actions.

D. Termination of Chairs and Members

At the recommendation of the committee chair, any member of a Senate committee who is absent for more than two scheduled meetings may be dismissed from the committee, with the approval of the Senate Chair. If the committee chair is absent more than two scheduled meetings, the Senate Chair may replace him/her with a new committee chair. Terminations will be reported to appropriate supervisors.

E. Senate Standing Committees

All Senate committees adhere to applicable NSHE Code, GBC Policy and Procedure, state and other relevant policies and codes. The aim of committees is to collaborate with other committees and administration in order to further the mission of GBC. Only standing committees are listed in these bylaws.

Academic Standards

- Grade appeals as detailed in GBC Policy;
- Recommends policies regarding admissions, transfers, and general academic regulations;
- Creates and revises policies pertaining to student academic performance, honors, and graduation; and
- Reviews departmental recommendations regarding requests for nontraditional credit.
- The Vice President for Academic Affairs or a designee shall be the *ex-officio* member of this committee.

Assessment

NOTE: Appointment to this committee extends for two years.

- Oversees academic program and course assessment;
- Recommends policies and procedures related to assessment;
- Oversees course rotation schedule;
- Maintains and distributes the Course Assessment Report Form; and
- Complete a course assessment summary to be submitted the office of the VPAA.
- The Director of Institutional Research and Effectiveness shall be the *ex-officio* member of this committee.

Budget and Facilities

- Distributes designated funds collected through student registration fees, allocated to the General Improvement Fee and Technology Fee – Regular; and
- Receives and considers input from staff, faculty, students and interested persons concerning the plans for, or problems with, proposed and/or existing campus buildings, parking, and landscaping.
- The Vice President for Business Affairs or a designee shall be the *ex-officio* member of this committee.
- The chair of this committee is a standing member of the GBC Budget Task Force committee.

Compensation and Benefits

- Distributes allocated faculty development and travel monies;
- Makes recommendations on policies and priorities for equity adjustments for faculty and matters related to intellectual property;
- Establishes criteria and makes recommendations on the distribution of available merit monies;
- Chair is required to serve on any GBC Budget Task Force.
- The Vice President for Business Affairs or a designee shall be the *ex-officio* member of this committee.

NOTE: Grievance procedures addressing a faculty member's dissatisfaction with an adverse annual evaluation rating or denial of merit can be found in Section 5.9 of the Great Basin College Bylaws. This committee does not consider grievance issues.

Curriculum and Articulation

Reviews and approves:

- New courses;
- Revisions to existing courses;
- Changes to course credits, prefixes, and numbering;
- New degree programs;
- Changes to course titles and descriptions for the catalog;
- Changing grading basis (e.g. A-F to S/U); and
- Changing repeatability.

Review and consult on:

- Changing an existing program;
- Changing course prerequisites; and
- Deleting/reactivating a course.

The Director of Admissions and Records serves as an *ex-officio* member of this committee.

Distance Education

- Considers the use of learning management systems, Interactive Video, lecture capture and other emergent technologies used in an extended classroom environment;
- Provides a forum for dealing with evolving issues in distance and digital education and disseminates information about these issues to the Senate; and
- Makes recommendations to the Senate regarding distance education and delivery of instructional material; and
- Creates and revises policy dealing with distance education, learning management systems, and other related digital education products and services.

Department Chairs

- Discusses and makes recommendations regarding interdepartmental issues;
- Discusses and makes recommendations regarding general concerns of faculty and professional staff;
- Facilitates communication between departments, programs, administration, and centers;
- Acts as a liaison between faculty and GBC administration;
- Recommends position priorities in hiring teaching faculty;
- Recommends policies related to department chair duties and departmental interactions with center directors; and
- Receives 4-year degree program reports and reports these to Senate.
- Bachelor program supervisors/coordinators, the directors of the Academic Success Center, Online Education, ABE/ESL, and the coordinators of Interactive Video and the library shall act as *ex-officio* members of this committee.

Executive

- Orients committee chairs in regard to committee function, duties, and goals for the year;
- Meets prior to each Senate meeting to set the agenda for that meeting;
- Receives status reports from committee activities;
- Reviews and comments on policy proposals prior to first-read in Senate;
- Receives information related to faculty concerns and reports concerns to Senate and administration as needed;
- Recommends the creation and dissolution of senate committees; and

- Receives petitions and makes recommendation for termination of senate officers.
- Program supervisors/coordinators may participate in Executive Committee meetings in an *ex-officio* role.

Faculty and Administrative Evaluation

- Formulates and revises criteria for the evaluation of executive faculty, teaching faculty, administrative faculty, and part-time instructors;
- Creates and revises policies and procedures for the evaluation of executive faculty, teaching faculty, administrative faculty, and part-time instructors;
- Maintains forms for professional evaluation, teaching observations, peer review, and other forms; and
- Assists in selecting course student rating forms.
- The Vice President for Academic Affairs or a designee shall be the *ex-officio* member of this committee.

NOTE: Grievance procedures addressing a faculty member's dissatisfaction with an adverse annual evaluation rating or denial of merit can be found in Section 5.9 of the Great Basin College Bylaws. This committee does not consider grievance issues.

Faculty and Staff Safety

- Reviews environmental health and safety concerns brought forward by all members of the campus community, including classified staff, administrations and guests.
- Coordinates and consults with administration, faculty, and staff to identify emerging health and safety issues and laws in order to revise or suggest changes to policies and procedures;
- Verifies all suggested changes are in compliance with federal, state and local regulations and laws related to environmental health and safety;
- The Director of Environmental Health, Safety, and Security shall be an *standing member* of this committee.

General Education

- Develops and revises general education program structure and outcomes;
- Approves courses for inclusion in the general education program;
- Reviews general education syllabi (including INT seminars);
- Assessment of general education program as needed; and
- Coordinates with the Admissions and Records regarding transfer and articulation issues for general education courses.
- The Director of Admissions and Records serves as an *ex-officio* member of this committee.

Library

- Review Library budget requests;
- Recommendations for acquisitions;
- Receive reports from the Library faculty;
- Seeks input from library clientele to assess and improve library resources and services as required for accreditation; and
- The coordinator/director or a designee of the library shall be an *ex-officio* member of this committee.

Part-time Instructors

- Organize on-line orientation for part-time instructors;
- Advocate issues relating to part-time instructors to Senate, and seek action if need be;
- Organize and maintain the on-line orientation for part-time instructors;
- Organize in-service events for part-time instructors;
- Maintenance and distribution of the Part-Time Instructor Handbook; and
- Collaborate with the Evaluation Committee for Part-time instructor Performance Review.

Personnel

- Receives application packets for tenure, mentor, emeritus and sabbatical;
- Reviews tenure and mentor application packets to ensure that tenure/mentor policy has been adhered to throughout the process;
- Forwards acceptable tenure/mentor application packets to the appropriate VP office;
- Receives, reviews and makes recommendations for emeritus status applications;
- Receives, reviews and makes recommendations for sabbatical applications;
- Assists in all professional searches by having a representative on the search committee;
- Creates and revises policy pertaining to hiring, tenure, mentoring, sabbatical, emeritus status and other personnel issues; and
- Chair is required to serve on any GBC Budget Task Force.
- The Vice-President of Business Affairs or a designee shall be an *ex-officio* committee member.
- The chair of this committee is a standing member of the GBC Budget Task Force Committee.

NOTE: Grievance procedures addressing a faculty member's dissatisfaction with an adverse annual evaluation rating or denial of merit can be found in Section 5.9 of the Great Basin College Bylaws. This committee does not consider grievance issues.

Student Relations

- One member of the committee will meet student body officers on a monthly basis;
- Encourages campus-wide community involvement in college functions;
- Presents student concerns before the Senate for consideration;
- Advertise and awards scholarship funds; and
- Works systematically to replenish and increase scholarship funds.
- The president of GBC's student government organization shall be an *ex-officio* committee member.
- The Vice-President for Student Affairs or a designee shall be an *ex-officio* committee member.

F. Process for Creating and Dissolving Committees

Standing

Any member of Senate may propose to create or dissolve a standing Senate committee. A written proposal and justification can be presented to Faculty Senate in consultation with the Senate Chair. The proposal must specify the duties and tasks of a new committee. The Senate Chair consults with Executive Committee and may recommend the creation or dissolution to Senate. A simple majority vote of the Senate is required to create or dissolve a standing committee.

Because standing committees are listed in these bylaws, the creation/dissolution of a standing committee (or the moving from *ad hoc* status to standing status or vice versa) also requires an amendment to these bylaws and must be accomplished according to the process in Article VIII.

Service

Any member of Senate may propose to create or dissolve a service committee. Potential service committees might include college-wide accreditation committees; committees to improve student performance; committees to encourage campus community. A written proposal and justification can be presented to Faculty Senate in consultation with the Senate Chair. The proposal must specify the duties and tasks of a new committee. The Senate Chair consults with Executive Committee and may recommend the creation or dissolution to Senate. A simple majority vote of the Senate is required to create or dissolve a standing committee.

Ad hoc

Any member of Senate may propose to create, reactivate, or dissolve an *ad hoc* Senate committee. The proposal to create reactivate, or dissolve an *ad hoc* committee can be made in Faculty Senate, Executive Committee, or in consultation with the Senate Chair. A justification for the committee, a specified time frame, and delineation of specific duties and tasks will be specified by the Senate Chair in writing. The Senate Chair consults with Executive Committee and then recommends the *ad hoc* committee to Senate. A simple majority vote of the Senate is required to approve an *ad hoc* committee. An *ad hoc* committee is automatically dissolved at the end of the timeline. If the need for the *ad hoc* committee extends beyond the specified time fame, its existence can be extended as needed with approval of the Senate.

ARTICLE VIII: AMENDMENT OF THE BYLAWS

The bylaws may be amended by a two-thirds majority of the Senate, provided the amendment has been circulated to the Faculty by the Secretary of the Senate at least one week before it is placed on the agenda. Amendments to these bylaws are subject to Faculty review, and may be vetoed by a majority vote of the total membership of the Faculty. A majority of those present and voting at a Faculty meeting may call for a written ballot of the entire Faculty.

GREAT BASIN COLLEGE

INSTITUTIONAL ASSESSMENT PLAN, 2015 – 2020

INTRODUCTION

This plan defines how Great Basin College assesses its mission, operations, and programs at all levels. Every aspect of the college must be assessed on an ongoing basis to document and achieve a continuous cycle of improvement. Each college function, within the function mission, outcomes and assessment, must serve to support the college performance and achievement of the college mission.

Six categories of assessment are identified in this plan, including how they are to be completed and documented. From roughly broadest to most detailed levels, these are as follows:

1. College Mission
2. Institutional Core Themes
3. Institutional Strategic Plan
4. Operations
5. Academic Programs
6. Courses

ASSESSMENT CATEGORIES

In this section of the Assessment Plan are described the responsibility, frequency, criteria, maintenance, and archiving of the various categories of assessment within the college. Together these will define and document how well GBC performs as a college and ultimately how it fulfills its mission.

1. Mission Fulfillment

Great Basin College enriches people's lives by providing student-centered, post-secondary education to rural Nevada. Educational, cultural, and related economic needs of the multicounty service area are met through programs of university transfer, applied science and technology, business and industry partnerships, developmental education, community service, and student support services in conjunction with certificates and associate and select baccalaureate degrees.

The GBC mission was approved by the NSHE Board of Regents on December 2, 2011, and was included in its Year One self-study report to NWCCU in March, 2014. The Year One report contained the GBC criteria for mission fulfillment in Appendix A of that report. Mission fulfillment is defined in terms of individual criteria within seven mission elements. These elements include Serve Rural Nevada, University Transfer, Workforce Development, Partnerships, Developmental Education, Community Service, and Student Support. Mission fulfillment was defined as meeting the minimum expectation of at least 85% of the indicated criteria.

Responsible Parties:

- President's Council

- Director of Institutional Research and Effectiveness

Cycle:

- All criteria will be evaluated and recorded each year, June-July
- A brief summary will be written each year to accompany the review of the criteria, with comments and recommendations for action based on the observations
- Prior to the Mid-Cycle Evaluation and the Year Seven reports to NWCCU, a full report will be written on the state of mission fulfilment in comparison to stated expectations

Maintenance:

- Criteria evaluations will be recorded and maintained on a scorecard by the Director of IRE
- Annual evaluations of criteria are reviewed by PC and summaries and reports written by President are to be recorded with scorecards

2. Core Themes

The GBC Core Themes, approved by the Nevada System of Higher Education (NSHE) Board of Regents on March 6, 2014, were presented in the Year One report to NWCCU. The three GBC Core Themes are the following:

**Provide Student Enrichment
Build Bridges and Create Partnerships
Serve Rural Nevada**

Three objectives were determined for each core theme, and indicators on each were identified for evaluating performance. The Core Theme objectives and indicators are provided in Appendix C of the Year One report, and the initial values for the indicators are in Appendix D. These are the baseline for assessment of Core Theme performance going forward, and are attached to this Plan.

The GBC Core Themes and indicators are also presented in the *Strategic Plan, 2014-2021* in Appendices B and C. Appendix C includes assignments of responsibility for each indicator. These are also attached to this Plan.

Responsible Parties:

- As assigned in Appendix C, *Strategic Plan, 2014-2021*
- Assisted by IRE

Cycle:

- Each criteria will be evaluated and recorded on the dates indicated in *Strategic Plan, 2014-2021*, Appendix C
- A brief summary of overall performance on all Core Themes will be written each year to accompany the review of the criteria, with comments and recommendations for action based on the observations
- Prior to the Mid-Cycle Evaluation and the Year Seven reports, a full report will be written on the state of mission fulfilment in comparison to stated expectations

Maintenance:

- Criteria evaluations will be recorded and maintained in TracDat by the office of IRE
- Annual evaluations of criteria reviewed by PC, summaries and reports written by the Accreditation Liaison Officer are to be recorded in TracDat

3. Strategic Plan

Strategic Plan, 2014-2021, was created in the spring of 2014 and approved by the NSHE Board of Regents on June 5, 2014. Planning identified within the document centers on the GBC Mission, Core Themes, and Core Theme Objectives as defined in the Year One report submitted to NWCCU. In addition, this plan presents the GBC vision for the future with its Vision Statement:

While maintaining the strength of its community college mission, Great Basin College will remain an economically sustainable institution through growth, by increasing enrollment, expanding its service area, offering more ladderized bachelor's degrees and becoming nationally known for its innovative distance delivery systems, all leading it to be recognized as an indispensable and evolving provider of post-secondary education in rural Nevada.

This statement explains where GBC wants to go as an institution.

In large, assessing the GBC Strategic Plan is completed in the assessment of its Core Themes as stated in assessment category 2 above. The only further assessment required is to assess progress toward the GBC vision.

Responsible Parties:

- President's Council

Cycle:

- A brief summary will be written each year to accompany a review of progress on the college vision, with comments and recommendations for action based on the review
- Prior to the Mid-Cycle Evaluation and the Year Seven reports, a full report will be written on the state of the vision statement in comparison to expectations

Maintenance:

- Annual reports are written by President, reviewed by PC, and recorded in the President's office

4. Operations

There are many operations ongoing within GBC that are fundamental to effective and efficient delivery of academic programs and otherwise assure the functioning of the college and achieving its mission. Examples of these operations are Admissions and Records, Human Resources, and Library. The performance of all operations will be assessed in a regular and ongoing manner to assure continued excellence. Each operation must assess from the perspective of its operational mission and its expected outcomes to achieve this mission. Documented measurements for each outcome shall be used in the ongoing assessment of the program outcomes.

Responsible Parties:

- Director, Coordinator, or other person with primary oversight of an operation

Cycle:

- At a minimum, each operation shall have at least some portion of its function assessed each year.
- All outcomes of the operation must be assessed at least once every five years.

Maintenance:

- The individual responsible for the operation shall also be responsible for assuring that annual assessments are created and made available for entering into TracDat
- Outcomes, criteria for assessing, and annual assessments shall be entered and listed within TracDat; the office of IRE shall enter the information in the system

- All individuals working within an operation must be willing to participate in the input required for creating assessments of the operation

5. Academic Programs

Academic programs within GBC are generally associated with degrees or certificates. Expected learning outcomes for each program shall be stated in the college catalog with the program requirements. Documented measurements for each outcome shall be used in the ongoing assessment of the program outcomes. Academic programs are those associated with instruction, and as such, General Education and Developmental Education are treated as academic programs.

Responsible Parties:

- Program supervisor, coordinator, department chair, or other designated lead faculty of the program is responsible; if no single individual has such a designation, it is the responsibility of all those teaching within the program
- The program committee, if one exists, shall assist in program assessment

Cycle:

- At a minimum, each program shall have at least some portion of its outcomes assessed each year.
- All outcomes of the program must be assessed at least once every five years.
- A complete program review shall be written as per the GBC program review policy every five years on a schedule maintained in the office of Academic Affairs.

Maintenance:

- Outcomes, criteria for assessing, and annual assessments shall be entered and listed within TracDat; the office of IRE shall enter the information into the system
- The individual responsible for the program shall also be responsible for assuring that an annual assessment report is created and made available for entering into TracDat
- All individuals teaching courses required of a program must participate in the input required for creating assessments of the program
- A current curriculum map for each program must be maintained, entered into TracDat by the office of IRE

6. Courses

All GBC credit-bearing courses must on a regular basis be assessed based on their expected student learning outcomes. Student learning outcomes shall be stated clearly in the syllabus of each class, together with the mechanism for measuring the attainment of the outcomes. Each course with the same prefix and number must have essentially the same core outcomes for every class taught, regardless of instructor, site or modality of delivery. This is essential for college-wide assessment of courses and their roles within programs.

Responsible Parties and Cycles:

- Each semester, each full-time instructor is required to assess at least one class section
- Every GBC course must be assessed at least once every five years, with responsibility defined by the department in which the course exists
- Part-time instructors must include student learning outcomes in their syllabi, but are only required to assess courses if those courses are not otherwise taught by a full-time instructor; the courses taught by part-time instructors must be assessed at least once every five years within the department

Maintenance:

- Each course assessment is attached to the annual evaluation of each faculty member
- The Assessment Committee is responsible for the review of course assessments
- The office of IRE shall place each course assessment document into TracDat

GENERAL EDUCATION

As an academic program of GBC, General Education must be assessed on an ongoing basis. General Education courses must be assessed for their general education outcomes as well as their course content outcomes. General Education outcomes are stated in the college catalog, and shall be included in the syllabus of every General Education course together with how they will be achieved.

The General Education Committee is charged with the oversight of General Education assessment. In this role it shall review a portion of the general education program each year, and shall lead its five year program review as described for any academic program.

DEVELOPMENTAL EDUCATION

As an academic program of GBC, Developmental Education must be assessed on an ongoing basis. Developmental education generally falls within the disciplines of English and Mathematics, who shall be responsible for its assessment within their respective disciplines. At least a portion of the Developmental Education program shall be assessed each year by the respective department, and shall lead the five year program review as described for any academic program.

ROLE OF THE ASSESSMENT COMMITTEE

The Assessment Committee serves to periodically review and make recommendations relevant to the standards, educational quality, implementation, oversight, and assessment of academic programs. This committee maintains any items necessary to assess learning outcomes. The Director of Institutional Research and Effectiveness is an *ex-officio* member of this committee.

In its role, the committee shall make an annual review and report on the extent of assessment practice at GBC. It will essentially assess GBC assessment practices. It is important for this committee to be the faculty voice in developing, reviewing and refining the Institutional Assessment Plan. The committee will not be responsible for doing any of the particular categories of assessment described in this plan or the assessment of any specific operation, program, or courses. The committee role is evolving as GBC continues to refine assessment practices.

The Assessment Committee, in association with the office of Institutional Research and Effectiveness and the Accreditation Liaison Officer, shall review this Institutional Accreditation Plan at least every five years to determine its effectiveness. If problems are evident before that time, these should be assessed as they are discovered and remedies recommended.

Comments from Assessment Committee, April, 2015:

(Changes have been incorporated into the document above.)

Here are the notes that the Assessment Committee made regarding the plan.

1. Change 2015 to 2015-20, and schedule an update every five years.
2. Academic Programs -- Add "program committee" (if any exists) to responsible parties.
3. Courses -- Replace "outcomes" with "core outcomes" in this section.
4. Courses -- Refer to PT instructors who teach a course not taught by a full-time member of the faculty in the subsection under responsible parties and cycles.
5. Refer to the role of the Assessment Committee under the assessment of courses -- instead of separately at the end.
6. Courses -- Separate "class sections" from "courses." The departments schedule a rotation of course assessments to assure that each course is assessed once per five years. Each instructor assesses class sections every year.
7. Do we want to change "remedial" to "developmental"?