

GREAT BASIN COLLEGE
PRESIDENT'S COUNCIL

April 12, 2016

1:30 p.m.

PRESENT: Mark Curtis, Mike McFarlane, Lynn Mahlberg, Lisa Frazier, Angie DeBraga, Greg Brorby, Mardell Wilkins, Bret Murphy, Amber Donnelly, Steve Theriault, Mary Doucette, Michelle Phay, DeMarynee Saili, Cathy Fulkerson, Lynn Mahlberg

ABSENT: John Rice, Tom Reagan, Sonja Sibert

1. Approval of Minutes – The minutes of the President's Council meeting on March 8, 2016, were approved.
2. SGA Update – DeMarynee Saili reported there are only six more weeks of school left. The SGA election packets are due this week. There are eight positions up for election in Elko. Monday will be the kick off for election week and SGA will be hosting a BBQ featuring cultural dishes. The students will vote and then eat. On Tuesday morning at 6:30 am there will be the Breakfast Bowl in front of the Clock Tower. On Wednesday it will be the last Movie Night of the semester and on Thursday it is Beach Volleyball. The student clubs are very active this year. Skills USA is participating in the state competition in Reno. The Radiology students are conducting a 50/50 raffle. May 20th is the Nurses Pinning ceremony. SNO is planning a 5K for July 9th. Laurie Walsh sent an email out on a Native American man who is biking across Nevada who will be on campus in Elko on Tuesday to talk about the importance of education.
3. Faculty Senate Update – Mary Doucette presented the Faculty Senate Bylaw changes to President's Council. The changes were minimal: added the new Dean of Arts and Science to the membership of President's Council; changed the chair term to July 1st – June 31st; added a change that for minor changes to the bylaws can be done by a vote of Faculty Senate. Mike McFarlane noted that the Deans are not Executive Faculty nor Administrative Faculty in the Bylaws. President Curtis said the Deans should be referenced as Administrators. President's Council approved the changes with the addition of the Deans being under Executive Faculty.
Honors Plan Comparison – the change is being done to match what other colleges are doing. There was a change to the GPA. Summa Cum Laude had to have a 4.0 GPA and with the change Summa Cum Laude will now have to have a 3.90 to 4.0 GPA. President's Council approved. This would apply to the 2016-2017 catalog. Mary stated the Curriculum and Articulation committee recommended some courses be approved and Faculty Senate approved the recommendations.
4. Classified Council Update – Michelle Phay reported they are in the process of nominating the Outstanding Classified staff. Next week they start the elections for the Classified Council executive board. May 11th is the Annual Classified Council Duck Race.

5. Institutional Research Update – Cathy Fulkerson reported for two years in a row the State of Nevada has not met the standards for non-traditional students enrolled in Perkins' classes. President's Council discussed the Perkins requirements and the importance that right people who can help the students get the training to help the students succeed. Bret Murphy volunteered to help. This should be a national issue and not a state issue. The list of courses changes annually and the percentages seem to change each year arbitrarily. It also seems to force people to choose a major. We will be happy to participate and do what we can. The Administrator evaluation survey has gone to the Faculty Senate Evaluation Committee for review and it should be going out before the end of the month if it gets approved.
6. Vice President Reports
 - Business Affairs – no report.
 - Student Services – Lynn Mahlberg reported on the two successful career fairs last week in Winnemucca and one here in Elko. It was the first one for Winnemucca and over 177 students attended at the convention center in Winnemucca. They conducted workshops on resume building and interview practice. The career fair in Elko was in the High Tech Center. The vendors were pleased with the new location as it offered better flow.
 - Academic Affairs – Mike McFarlane said that we are ready for the accreditors to arrive tonight. The schedule is set. Mike met with the Deans, Lynn Mahlberg and the Faculty Senate Evaluation Committee on policy for Faculty Evaluations. The Faculty Senate Compensation & Benefits committee is working on the definitions for Program Supervisor and Lead Faculty.
7. Dean/Director/Assoc. VP Reports
 - Continuing Ed – Angie DeBraga has been working with the Basque members of community to send group of Basque dancers to Washington DC this summer to participate in the Smithsonian Cultural celebration. There has been a great deal of interest. People can donate through the College for that and they can contact Angie with any questions. Vince Juaristi will be writing a proclamation in May and he's doing articles about the Basques for the Elko Daily Free Press. Status of Women Event is scheduled for April 21st and will be brown bag. The event will be featuring a recorded presentation by former Assembly woman Barbara Buckley, Executive Director of the Legal Aid Center of Nevada.
 - Health Science & Human Services – Amber Donnelly reported the open house in Pahrump was successful. They have been planning for the Nurses pinning ceremony. The new Human Services director will be a great fit. They are conducting interviews for the new Radiology instructor. The bids for the Radiology remodel are due in on Thursday. There were three companies that came to the mandatory walk through. The bids for the equipment are due on April 18th. The goal is to be done with the project and live on September 1st.
 - Business & Technology – Bret Murphy reported MTC scholarship process is completed. There were 68 scholarships awarded. The majority of scholarships were given to diesel students. The program reviews for the Management in Technology and the CTE programs were completed last week.

- Distance Education – Lisa Frazier reported on April 25-27 an engineer will come out to train on the close captioning server and software that was purchased by the TAAACCT grant. We need to provide the close caption videos to the students who need them in a timely manner. It is extremely costly per minute to sub this out. Lisa Frazier and Julie Byrnes will be the administrators. A statewide committee was formed to look at online compliance. Lisa Frazier, Frank Sawyer and Julie Byrnes are members of the committee. Close captioning is in the same category of accommodations in that we will do what we can do if it doesn't bankrupt us. Lisa talked about the online student evaluations and that it will take here at least three weeks of coding to prepare. Faculty and students have complained of the amount of questions on the evaluation. There is a shortened form. Lisa reported the new Canvas interface is coming this summer.

- GBC Foundation – Greg Brorby reported on the donor appreciation event. He thanked everyone for their help. There was 62 people who signed into the event. We have received \$1,000 so far in unrestricted funds. He will be analyzing how we can increase attendance. We will continue to use the booklet that was created and send it out with letters as part of the annual campaign next month. The Foundation is recruiting for an administrative assistant which will close on April 21st.

8. President's Report – Mark Curtis has been walking the campus to see what needs to be done in anticipation of the 50th anniversary. During the summer the B&G people will be setting up more bulletin boards for posters and fliers. These type of things will not be allowed to be taped to doors and windows once we get more bulletin boards up. He will meet with the Budget & Facilities to discuss. President's Council recommended putting video monitors around campus at the busy locations and get the information out in that format. That would look much more professional. Mark will be asking everyone in the near future to clean up all areas and get rid of things that are no longer needed. We can have a big yard sale to raise money similar to the way they originally raised the money to start the college. He will pursue this and keep people updated on best way to approach it.

9. Miscellaneous

Angie DeBraga reported from the last PC meeting that Nancy Brun from the Guinn Center for Policy Change will be here on April 30th to conduct some research on assessment on post-secondary ops for students with disabilities. She will also be meeting with Julie Byrnes and the Elko County School District to talk about transportation needs.

President's Council discussed the Title IX training and everyone having to take it. There is pushback from the parents of the dual credit high school students having to do the training. They are college students and they must do the training.

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.

Faculty Senate Bylaws provide the basic tenets for the faculty role in governance. The *ad hoc* Bylaws Committee has the responsibility of revising and updating these Bylaws. The ad hoc Bylaws Committee will be convened every three years to systematically review and update this document as needed. In the event modifications are required between those times, the Faculty Senate Chair will determine if the Bylaws Committee needs to be convened based on the nature of the changes. In general, small revisions (i.e., date changes, editorial clarification) do not require the committee be convened. More substantive changes (i.e., policy and/or procedure changes) would require the committee to be convened. Small-scale revisions not requiring the committee will be brought to Faculty Senate by the Chair and approved by a simple majority of Faculty Senate. If the committee is convened, the normal process of Faculty Senate approval will be followed.

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:

- President
- Vice President for Academic Affairs
- Vice President for Student Services
- Vice President for Business Affairs
- Dean of Arts and Sciences
- 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 full-time 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. **The term for the Chair and Vice Chair is July 1 to June 30.** 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 shall assume the responsibilities of Chair on July 1. The announcement of the succession will be made by the out-going Chair at the last regular meeting of the academic year.

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(s), 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 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 on 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 chairs or designees;
- 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 related to final evaluation or merit.

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
- 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 activities. 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 frame, 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.

Approved by Faculty Senate: March 18, 2016

Great Basin College Faculty Senate Academic Standards Committee

ACTION ITEM: The following text be inserted in future *General Catalogs* in replacement of the current text for “Graduating With Honors” (page 66 of the *GBC 2015-2016 General Catalog*).

Graduating With Honors

During the May commencement ceremonies, GBC will distinguish certain graduates by categories of academic achievement based on cumulative grade-point average and other criteria, as follows:

	Cum Laude	Magna Cum Laude	Summa Cum Laude
Associate’s Degrees / Certificates	3.50 – 3.69	3.70 – 3.89	3.90 – 4.00
Bachelor’s Degrees	3.50 – 3.69	3.70 – 3.89	3.90 or higher AND A in program Capstone course*

* Students failing to earn an “A” in their program’s capstone course will be awarded Magna Cum Laude if the GPA is above 3.90.

- To earn honors designation for an associate’s degree or certificate of achievement, students must complete 30 credits at GBC, excluding developmental and community education courses.
- To earn honors designation for a bachelor’s degree, students must complete 30 upper-division credits at GBC.
- Credits transferred from other institutions will not be used toward calculating grade point average.

See additional graduation information under bachelor’s and associate’s degree requirements.

Approved by Faculty Senate, 26 February 2016

Attachments: “Honors Plans - Summary Breakdown based on Granted Certificates/Degrees, 2012-2015”

Honors Plans - Summary Breakdown based on Granted Certificates/Degrees, 2012-2015 (19 February 2016)

HISTORY OF THE VARIOUS HONORS PLANS

In Spring 2015, Academic Standards proposed revising the Degree Honors standards. The primary concern at the time was the *summa cum laude* requirement of a perfect 4.0, which made GBC an outlier in NSHE and outside of Nevada. After discussion, Academic Standards recommended revising the GPAs needed for honors to follow the model used at UNR and UNLV: 3.50-3.69 for *cum laude*, 3.70-3.89 for *magna cum laude*, and 3.90-4.00 for *summa cum laude*. In addition, BA students would only be rewarded *summa cum laude* status if they also achieved an “A” in the capstone course (an idea approved by the program directors). The GBC Faculty Senate approved this plan 20 February 2015.

When the plan was presented at President’s Council in April 2015, the new GPA levels were accepted, but concerns about both the minimum credit hours necessary for Honors and whether certificates should be awarded Honors were raised. Academic Standards had not considered these issues, and had proposed leaving the existing language intact (45 credit hours at GBC for both certificates and associates, and 42 credit hours in upper-division classes at GBC). President’s Council offered two counter-proposals: lowering all requirements to 25% of total hours at GBC (so 15 hours for associates and 30 upper-division for BAs), and a second eliminating honors for certificates with 25% of total hours required for both associates and bachelors.

Academic Standards, in discussions in 2015 and Fall 2016, consistently has felt that the standard of 15 credit hours at GBC—one full semester—was insufficient to grant honors from GBC given that the GPA for transfer credit was not included. Moreover, it was felt that certificates should continue to be granted honors, since many of the current certificates require in excess of 30 credit hours. A counter-proposal was put together requiring a minimum of 30 credit hours at GBC for certificates and associates, and 30 upper-division credit hours at GBC for bachelors. The consensus was that such a minimum would adequately allow GBC to assess the long-term academic performance of students commensurate with the granting of honors from the institution.

The various Honors Plans are summarized below:

Summary of Proposed Honors Plans

Honors Plan	Minimum credit hours at GBC required			Minimum GPA required, by level		
	Certificates	Associates	Bachelors	cum laude	magna cum laude	summa cum laude
Current (2015-2016 Catalog, page 66)	45	45	42 upper-division	3.5	3.75	4.0
Model A (Academic Standards - 2015)	45	45	42 upper-division	3.5	3.7	3.9 (BA: + A in capstone)*
Model B1 (President’s Council)	15	15	30 upper-division	3.5	3.7	3.9 (BA: + A in capstone)*
Model B2 (President’s Council)	not eligible	15	30 upper-division	3.5	3.7	3.9 (BA: + A in capstone)*
Proposed (Academic Standards - 2016)	30	30	30 upper-division	3.5	3.7	3.9 (BA: + A in capstone)*

* BA students not receiving an A in the departmental capstone course but with a GPA higher than 3.90 would receive *magna cum laude* honors.

In order to assess the potential impact of these various plans, it was decided to apply the models to the granted certificate and degree data of the last three years.

METHODOLOGY

The following data is based on an analysis of the certificate and degree data provided by the Student Services Office for 2012 through 2015. The various models were applied to the data, particularly eligibility based on credit hours as dictated by the various plans.

A few notes:

- Total number of certificates or degrees awarded across period: 1137 (multiple degrees by single recipients included separately)
- Total number of certificates/degrees eligible for Honors by GPA (3.5 GPA or higher): 389
- Total number of students eligible for one or more Honors by GPA (3.5 GPA or higher): 365
- BA degrees based on total hours (upper-division course hours NOT separated in breakdown)
- BA *summa cum laude* does NOT include capstone course grades.
- “Credit Hours Model” given as: Certificates included? / Hours needed for CT-Associates / Upper-division hours needed for Bachelors

Honors Plans	Eligibility for Honors (credit hours)		Honors Granted, by level			Total Honors Certs/Degrees	% Honors / All C/Ds	Summa totals	
	Credit Hours Model	% All C/Ds	Laude	Magna	Summa			% Honors	# BA
Current	CT / 45 / 42 u-d	92.3%	182	152	7	341	30.0%	2.1%	2
Model A	CT / 45 / 42 u-d	92.3%	150	131	60	341	30.0%	17.6%	15
Model B1	CT / 15 / 30 u-d	99.6%	166	145	78	389	34.2%	20.1%	15
Model B2	no CT / 15 / 30 u-d	84.0%	146	135	66	347	30.5%	19.0%	15
Proposed	CT / 30 / 30 u-d	97.4%	161	142	74	377	33.2%	19.6%	15

Notes:

- Model A (original proposal by Academic Standards) would solve the initial issue of limited *summa cum laude* honors, as would the other models.
- Model B1 (proposal by President’s Council) would effectively render all graduating students eligible for honors based on credit hour requirements if they met the GPA requirements for classes taken at GBC.
- The numbers of BA students earning *summa cum laude* is consistent across all models, although the A in the capstone requirement would reduce this number a bit (but only a small amount).

CONCLUSION

Based on this data, the Academic Standards Committee recommends the following:

- The GPA model approved by Faculty Senate last February be adopted.
- Certificates continued to be allowed to earn honors designations.
- Minimum required credit hours for honors be 30 credit hours for certificates/associates degrees, and 30 upper-division credit hours for bachelors.

The language to be included in the General Catalog 2016-2017 as approved by the GBC Faculty Senate on 26 February 2016 is given on the first page of this document.