

GREAT BASIN COLLEGE
LEADERSHIP COUNCIL

May 8, 2018

1:30 p.m.

PRESENT: Joyce Helens, Lynn Mahlberg, Tom Reagan, Bret Murphy, Angie DeBraga, Jinho Jung, Becky Linville, Lisa Frazier, Mardell Wilkins, Jolina Adams
ABSENT: Sonja Sibert, John Rice, Amber Donnelly
GUEST: Carrie Meisner

1. President's End of Year Update – President Helens updated the Leadership Council on the upcoming Special Board of Regents' meeting on May 11 and the various graduations at the centers and the pinning ceremonies. She announced the hiring of the Director of Institutional Research – William Brown. Lisa Frazier has announced her retirement. Looking forward to working with Jinho Jung, the new incoming faculty senate chair.
2. Student Government Update – Becky Linville reported the SGA elections are done. Four officers reran for office. The SGA Constitution and changes to the Bylaw were approved. June 19 and July 9 are the SGA summer meetings. SGA had a wonderful appreciation ceremony last Friday. Recognized Lynn Mahlberg on her retirement and Tammi Cavender and Sonja Sibert.
3. Classified Council Update – Jolina Adams reported Classified will vote this week on classified officers for next year. The Outstanding Classified employee is Teresa Campos Carillo.
4. Faculty Senate Update - Jinho Jung reported 3 items for approval:
Distance Education Recommendation – Carrie Meisner was present to report on the Proctoring Procedure and Recommendations and how it will make it more efficient for everyone. Changes would require a budget to purchase software program to manage proctoring. IAV students currently have access to proctoring codes and that is inappropriate. Additional funding to hire other part time GBC employees to help with proctoring. Lynn brought up concern with cell phones are they consistently being taken from the student. Create a video tutorial for all proctors. These are all recommendations with no budget attached. Proctoring software is \$7,000 per year. The tutorials we can work with next year. President Helens would like to see tiered approach or a prioritized list with a budget attached. We want a robust structured program that promotes excellence.
Curriculum Articulation Recommendation – 3 course changes/additions. Leadership Council accepts the recommendations.
Personnel Committee Recommendation – 6 people applied for Emeritus and will be forwarded to the president.
Statement on Diversity and Inclusion – submitted the statement the FS came up with. There have been some changes. It needs to be clear and that we don't over promise.

People care about diversity as it pertains to safety. The statement is long and says what we are not. We can talk about a safe place that people can come to for free thought. Respect and appreciation is what we all want. We will take a look at our mission and how it is stated too. All are beliefs in what we create. The diversity statement that is on the website should also be addressed.

5. Miscellaneous

Jinho Jung said FS is talking about creating Faculty Senate committees out of the four task teams that came from the All College Conversation Day. There is robust interest in the Athletics committee. President Helens has just received the results from the survey. One suggestion is for veterans to get credit for their basic training. We need to respond that we are doing more for transfer veterans. Bret said that we have 5 courses for 15 credits that passed academic standards for the veteran's credit for basic training. The timing is important and there is a real competitive environment out there to do this. We will have a larger discussion on credit for basic training as soon as we get through some of the hurdles. Eventually we would be able to offer this anywhere in the world.

Diversity Statement

Great Basin College values you!

This means that we at GBC value inclusion, which is the intentional practice of understanding differences, identifying processes that lead to inequities, developing strategies that lead to equity and inclusion and fostering a culture that promotes mutual respect for all members of the GBC learning community.

We at Great Basin College recognize that diversity embodies differences such as those we are born with, those we acquire, and those that are assigned to us. We also recognize and value what we have in common that brings us together as human beings worthy of respect and encouraged to speak our truths freely through civil discourse.

Valuing what we have in common and our differences means we will foster a college climate of mutual trust, tolerance, informed discourse and always seek to promote GBC as a “safe space” to explore new ideas and perspectives with opportunities for you to grow, learn and be successful.

Welcome to GBC!

REPORT OF THE CURRICULUM & ARTICULATION COMMITTEE

GBC Faculty Senate on April 20, 2018

Items for approval

WELD 136B Welding for the Maintenance Technician I—new course

RAD 225 Clinical Radiology I—change in credits from 7 to 4

RAD 226 Clinical Radiology II—change in credits from 7 to 10

Information Items

GRC 365 Web and User Interface Design—title change to align with CCN

WELD 135B—deactivated

STATEMENT ON DIVERSITY AND INCLUSION

For GBC, diversity and inclusion means the intentional practice of understanding differences, identifying the processes that lead to inequities within our society, developing strategies that lead to equity and inclusion, and fostering an environment that promotes mutual respect for all members of this learning community.

What does this mean?

You are safe at Great Basin College.

You are safe to be you.

Great Basin College recognizes that diversity embodies differences: those we are born with, those we acquire, and those that are assigned to us. But equity and inclusion in higher education is about more than that. It explores ideas and pushes the envelope, it means speaking up, and it means a better understanding for us all: more thorough and informed discourse, increased opportunity, and a shared sense of the human experience.

When someone is treated as *less than* because of who they are—that means we speak out. Discrimination or harassment causes physical and emotional consequences. These actions are antithetical to Great Basin College and what we stand for: such actions diminish, silence, and hurt. They are unacceptable and will not be tolerated on a campus that is committed to creating a climate that fosters shared trust and respect for all.

That is not GBC.

We come to the best solutions when all perspectives are heard. Our differences bring diverse perspectives for us to consider, engage with, and understand. Our differences emerge as our strengths.

The GBC community is here for you, and it is up to all of us to stand up for what is true, for ourselves, and for one another.

We are Great Basin College. Welcome.

Great Basin College, Distance Education Committee: Proctoring Procedure and Recommendations

As our distance education campus expands, procedures for protecting the academic integrity of GBC courses must scale with our growth. During the 2017-2018 academic year, the GBC Distance Education Committee is reviewing current proctoring practices by meeting with Center Directors, Faculty, Administrators and Students. Insight from these groups in the GBC Community allows the Distance Education Committee to address proctoring concerns and to provide solutions to increase proctoring efficiency and confidence.

The basic protocol for proctoring at GBC is as follows: faculty members send proctor codes and information about exams to the ASC, GBC Centers (using IAV email addresses), and external proctors (proctors not employed by GBC) such as local libraries or ProctorU. If a student lives outside of the GBC service area, if a student is traveling, or if a student lives in a remote area in Nevada, external proctors are used. Students are responsible for finding an approved external proctor and providing the proctor's contact information to the faculty member. Students are informed about exams through announcements in WebCampus and exam dates are generally listed in the course calendar and in the syllabus. Exams are generally open for three to five days so students have flexibility in their schedules to arrange for time off from work, child care and other obligations. Students either make appointments to take their exam or walk-in when proctoring is available. Math faculty and some science faculty allow students to use scratch paper during exams. This scratch paper is scanned and sent to faculty members after students submit their exams. Faculty and Departments who require proctoring are encouraged to use the Proctoring Policy Template (See Appendix 1) so students have similar expectations with courses involving proctoring.

Conversations with the GBC Community indicate the current proctoring protocol is working well, but the process is time consuming for faculty and staff, and students are concerned with the number of days exams are available and proctoring costs. Due to budget constraints, proctoring utopia might not be realistic, but many of our recommendations have low-cost solutions. Our recommendations address the top concerns presented by Faculty, Administrators, Center Directors, and Students and indicate additional financial resources must be available to lessen burdens on our GBC Community and insure academic integrity (See Table 1).

Table 1: Proctoring Concerns and Solutions.

Concerns	Solutions
Capacity and Scaling to meet current and future needs.	• Hire additional part-time staff to assist with proctoring and other duties at GBC Centers. • Purchase software which is designed to assist in proctoring management for password protected distribution and pre-approved proctors world-wide.
Student workers have access to proctor codes.	• Hire additional part-time staff to assist with proctoring and other duties at GBC Centers. • Purchase software which is designed to assist in proctoring management for password protected distribution and pre-approved proctors world-wide. • Create a video and/or workshop outlining GBC expectations for proctoring.

Great Basin College, Distance Education Committee: Proctoring Procedure and Recommendations

	Center Directors provide faculty with list of student workers in his/her classes.
Proctoring procedures are not always followed and cheating occurs.	- Hire additional part-time staff to assist with proctoring and other duties at GBC Centers. - Create a video and/or workshop outlining GBC expectations for proctoring.
Time Required Managing External Proctoring Information	Use the Proctor Contact Form developed by GBC History Professors.
The space available for proctoring is also used for studying, computer access, etc.	Purchase noise cancelling headphones.
Bottlenecks occur as a result of scanning exam scratch paper.	Purchase additional scanners for GBC Centers.
External proctors are often expensive.	- Encourage students to research proctors early in the semester to find reasonably priced options. - Purchase software which is designed to assist in proctoring management. This software provides lists of vetted, global proctors.
Exam Availability	- Faculty should consider opening exams for at least four to seven days, including at least one weekend day. (The Distance Education Committee understands GBC proctoring services are not currently open on weekends.) - Open Centers and the ASC for extended hours on Saturdays.

Appendix 1: The Great Basin College Academic Testing Procedure (ATP)

To enhance academic integrity and academic honesty of online courses, the GBC Distance Education Committee supports proctors for online assessments. GBC instructors and professors have several options for implementing ATP:

- The faculty member proctors his/her exams;
- The faculty member requires students to take exams at a GBC location (The Academic Success Center, Ely Campus, Winnemucca Campus, Pahrump Campus, etc) under the supervision of a proctor; and
- Online students outside of the GBC service area may take exams under the supervision of an approved proctor. Approved proctors include: 1) public librarians, 2) principals or vice principals of public or private schools, 3) higher education testing centers, 4) education officers at a military base, and 5) approved Web-based proctoring services. Family members, friends and coworkers are not acceptable proctors, even if they fit into a category described above. Students are responsible for setting up their own proctor and providing the necessary information to the instructor. The Distance Education Committee recommends setting up proctors at the beginning of the semester.

To ensure students have reasonable time to set up proctors and arrange schedules, GBC faculty will provide the specific dates and times of proctored exams in the course syllabus/schedule.

Great Basin College, Distance Education Committee: Proctoring Procedure and Recommendations

Personnel Faculty Senate Report

APRIL MEETING MINUTES

Meeting date: April 9, 2018

Present: Clint Kelly, Xunning Du, Teresa Stauffer, Teresa Howell, Donald Jones, Cassandra Stahlke, Diane Wrightman, Tami Mette (chair)

Absent: Pete Bagley, Sonia Sibert (ex-officio)

Minutes:

The Personnel committee met to review Emeritus applications submitted by 6 individuals who have or will be retiring at the end of the 2017-2018 academic year. All those who submitted applications were found to meet the requirements of Emeritus per GBC policy and are being recommended for Emeritus status by the committee. The following individuals have been recommended to be awarded Emeritus status by the Personnel committee:

Janice King

Lynn Mahlberg

Mary Teresa Howell

Robert Byram

Mary Sweitch

Janie Moore

Recommendations from Faculty Senate will be moved forward to the appropriate VP.

Respectfully submitted,

Tami Mette, Chair