**Department Chairs Report to Senate**

**Chair:** Bonnie Hofland

**Date:** September 10, 2010, 9:30 a.m.

**Present:** B. Hofland, D. Gonzales, N. Whittaker, M. LaSalle Walsh, D. Ellefsen, A. de Braga, E. Nickel, P. Bagley, J. King, P. Fox, L. Uhlenkott, M. Doucette, D. Friestroffer, M. Swetich, F. Daniels, B. Verbeck, D. Wrightman, T. Matula, C. Mitchel

Not present: L. Campbell

1. **Debriefing INT 100** — Jan King provided information regarding INT 100 held in August.
* Suggest rearranging the end of the INT session around the lunch hour so students will stay and visit faculty.
* The INT session had 160 students in attendance.
* Ellefsen said it was a big help to have the library applications there for the students to complete.
* Off-campus sites missed the financial aid portion of the presentation and King said this will be corrected for future INT 100 sessions.
* King said additional INT 100 sessions will be held in January, the end of Spring Semester, and in August to advise students throughout the year rather than all at once.
* King would like the faculty to set up the gym. King recommended to be prepared to advise with banners, flyers, catalogs, etc.
* Hofland has asked for three faculty members who will need to volunteer for the topics. King said the topics are the faculty’s and they change the topics if they choose to do so.
* Uhlenkott and Freistroffer said they had plenty to time.
* Members recommended faculty do the general education portion of the INT session.
* It was asked if there are a couple of hours of trade when volunteering to do INT topics?
* Not all of the departments were represented at the INT advising and Hofland felt the faculty could police themselves. The committee agreed.
1. **Prioritizing faculty positions** — The positions include two Business, one English, one History, and one Theatre/Speech. As a list provided by Dr. McFarlane. It was discussed a newer list may be in existence.
* The committee was charged with submitting five positions with two of them being tenure track positions.
* The committee agreed to five positions. The temporary positions are Business and History. The committee agreed to purse three positions for tenure. This includes Business, English and Theatre. The committee expressed that the Theatre/Fine Arts position should be priority one. In addition, the committee would like to ask Administration to allow temporary time served by the temporary faculty as time that will count towards their tenure. Matula made a motion to accept and Linda Uhlenkott seconded. The committee passed with no opposition. The committee hopes to have the positions in place by Spring 2011.

The committee made support for various positions which included the following:

* Doucette would like to keep Nursing on the list but as low priority for this year and be removed from low priority next year.
* Biology has two positions open. Biology is low priority.
* COT explained Larry Hyslop will be phasing out and that will leave COT with three vacant positions.
* Fine Arts have been without a Theatre and Music instructor for the past six years. Fox feels we can fill the Speech courses within the college. Fox also explained that her department has 25 adjuncts. The committee agreed about that it is important to have fine arts and music and we need a balanced system. Mitchel said students have a hard time fulfilling the fine arts requirement. The selection is very limited.
* The Business Department is without two instructors as a result of retirement and an early buyout.
* The Social Science Department is without two instructors due to the early buyout and Karen Martin is in the process of phasing out.
* The English Department is also down two instructors.
* Discussion ensued regarding adjunct’s for accounting and English, the reliability of the English adjunct to accept a temporary position with no indifference, a COT position and it’s temporary status, Ely’s vacant English/Advising position, future need of a mathematics instructor to become a high priority.
* CRJ is currently a low priority. Bill Verbeck expressed his concern that CRJ was not a top priority as a result of security training to be offered in Nye County. Gonzales plans to form an advisory committee to review the situation and the need for instructional support for the security training program. A member expressed their concern that you devote time, effort and money to this type of training and the student pool eventually goes away. The advisory committee for this training will review all aspects and the committee will be in place by November 1 and will include Pahrump members.
1. **Long Term Schedule.** Uhlenkott asked why we have a long term schedule and it was explained that we use it for advising. Several classes are offered at various years and times and the long term schedule becomes invaluable to those advising students. The committee explained you can change the schedule from 2012 on and should be adding to the schedule as each year passes. The committee explained the schedule was reviewed last year.
2. **Library Electronic Media.** Ellefsen said there are two trial Medias available in the library and would like faculty and student’s comments on the media. The first is ebrary and it is geared to junior colleges and the other is a News Bank which has over 100 newspapers from all over the country. He also explained that students can get their library cards through the web and they will become activated over the phone if needed. Hofland said these sites work well and helps the student stay within copyright laws.

For next month’s agenda the Evaluation Committee would like to address the Department Chairs.

The meeting was adjourned at 10:30 a.m.