**DEPARTMENT CHAIRS’ MEETING NOTES**

Thursday, September 27, 2012 at 1:00 p.m.

Battle Mountain #1, Elko HTC #123, Ely #118, Pahrump #120, Winnemucca #109

**Present**: Pete Bagley, Lisa Campbell, Norm Cavanaugh, Angie de Braga, Mary Doucette, David Ellefsen, Patty Fox, Danny Gonzales, Robert Hannu, John Newman, Ed Nickel, Earl Owen, Tom Reagan, Jessica Russell, Mary Swetich, Glen Tenney, Meachell Walsh, Diane Wrightman, Lisa Frazier

**Absent**: Amber Donnelli, Sarah Negrete, Ami Rogers, Linda Uhlenkott

**Guests**: Norm Whittaker, Bret Murphy

**Elko County School District Career Fair**

1. Students from Elko County will be on campus for a career fair on October 30 from 8:00 a.m. to 12:00 p.m. Programs and departments were encouraged to be involved by setting up a booth. Interactive demonstrations tend to attract students. Heather Steel can be contacted for more information. GBC will also be participating in career fairs throughout Northern Nevada, October 29 through November 1.

**Assessment Update**

1. Full-time faculty are responsible for assessing two courses per academic year. Assessments of courses taught by adjunct faculty will be discussed by the assessment and the faculty senate executive committees. Discussions are in the preliminary stages.

**Equipment Requests**

1. Equipment requests are due by November 1, 2012. The equipment request form is now in electronic format on the faculty and staff web page. Departments are to enter the information into the online form and then submit for consideration. Departments will need to show a connection between requests and their strategic plans. Specific information should be included.

**General Education Committee**

1. Faculty will be asked to complete a general education survey. The data from the survey will used to assess general education practices. Students enrolled in the GBC orientation were administered a survey and the results will be shared with department chairs.

**Adjunct Faculty Information**

1. A department chair or designee may obtain access to an adjunct’s online course as an observer. The practice can be used as a mentoring tool and also for the evaluation process.
2. Department Chairs recommend that three years of inactivity for adjunct faculty be considered prior to deleting them form the HR/Computer Access system. The current system creates challenges and changes need to be considered. The IT department, along with HR and the VPBA is working on changes to the system.

**Prioritization of Faculty Positions**

1. Chairs were encouraged to share the prioritization list with their departments. Updating of the list will occur during the spring semester.
2. Instrumentation position has been offered and accepted. Recruitment for the electrical instructor position in Elko, funded by Barrick, is still in process. Barrick is also considering funding an electrical instructor position for Winnemucca; if approved, recruitment will occur during the spring semester.
3. Changes to the wish list concerning Career and Technical positions were adopted. The dean will continue to work with CTE faculty to prioritize faculty positions.

**E-Learning Consultants**

1. Meetings with the E-Learning consultants went well and they were impressed with GBC.