**DEPARTMENT CHAIRS’ MEETING NOTES**

**Tuesday, February 7, 2013 at 1:00 p.m.**

Battle Mountain #1, Elko EIT #203, Ely #112, Pahrump #122, Winnemucca #108

**Present:** Danny Gonzales, Sarah Negrete, Tom Reagan, Earl Owen, David Ellefsen, Amber Donnelli, Pete Bagley, Jessica Russell, Patty Fox, Linda Uhlenkott, Lisa Campbell, Mary Swetich, Diane Wrightman, Glen Tenney, Robert Hannu, Angie de Braga, Ami Rogers, Norm Cavanaugh, Lisa Frazier

**Guests:** Laurie Walsh, Kris Miller, Tom Mattula, Mike McFarlane, Richard Kampf

**Absent:** Meachell Walsh, Ed Nickel, Mary Doucette, John Newman

**Long-term Scheduling**

1. Courses, along with the appropriate amount of sections, committed to on the long-term schedule, and program requirements are obligated to be taught by the departments.
2. Departments were asked to consider keeping online sections, as opposed to IAV or live, when determining the cancelation of courses due to low enrollment.
3. Departments responsible for offering INT seminars will collaborate with program supervisors to discuss course rotations. The meeting will occur on Thursday, February 14 at 1:00 pm.

**Alternate Semester Scheduling**

1. The VPAA introduced proposals for five and six-week alternate schedule blocks. The regular semester dates remain the same; the alternate schedules are super-imposed on top of the regular semester dates. Items of discussion were:
	1. Identification of consistent term dates; helpful to administrative and support areas.
	2. Student success, retention rates, organizational issues and demands.
	3. Eight and ten-week terms as opposed to the five and six-week sessions.
	4. Student expectations that courses would be offered during each mini-session.
	5. Text book issues.
	6. Current issue concerning overlap of dynamically dated courses
	7. Existing alternate scheduling practices are all over the place; impacts Canvas, refund policies, and special coding.
	8. The proposed schedules are mostly for online courses; room scheduling would be difficult for live and IAV courses.
	9. Cultural change for the college.
	10. Lack of flexibility for departments.
	11. Additional information and planning is needed.

**New State Semester Reporting Dates**

1. **Fall Semester –** Courses end dates must end prior to January 1 and grades submitted by January 5 to be funded through state funds and counted as FTE. Fall semester courses can begin as of August 21.
2. **Spring Semester –** Courses must end prior to June 11 and grades submitted by June 15 to be funded through state funds and counted as FTE.
3. **Summer Session –** Summer sessions courses can begin June 11 and must end by August 20. Courses offered during the summer are not funded by the state; they are self-supporting. The summer session for 2013 will be June 10 through July 19; the term will be a six-week session.

**David Wiley**

1. Dr. David Wiley is nationally involved with open courseware. Open courseware assists students with obtaining printed textbooks or resources free of charge or for a minimal fee. Dr. Wiley has expressed interest in assisting GBC faculty, by providing training to locate these types of resources. The grant would provide GBC with a $3,000 stipend. The training would occur probably in the spring and then launched for the fall 2013 semester. More information can be found at [www.davidwiley.org](http://www.davidwiley.org) or by contacting Dr. Sarah Negrete.