**MEETING NOTES**

**DEPARTMENT CHAIRS’ MEETING**

Monday, August 18, 2014 at 2:00 pm

Battle Mountain #1, Elko GTA #128, Ely #118, Pahrump #122, Winnemucca #108

**Present:** Carrie Bruno, Wendy Charlebois, Frank Daniels, Angie de Braga, Gary Hanington, Robert Hannu, Cindy Hyslop, Tami Mette, Tom Reagan, Gretchen Skivington, Mary Swetich, Glen Tenney, Eric Walsh, Meachell LaSalle Walsh, Ami Rogers, Diane Wrightman, Lisa Campbell, Karen Kimber

**Absent:** Steven Scilacci (teaching), Ping Wang

**Guests:** Stephen Theriault, Mike McFarlane, Bret Murphy, Jon Licht, Tom Matula, Mary Doucette, Lisa Frazier

**Determination of Chair-of-Chairs**

1. Cindy Hyslop was selected as the chair-of-chairs.

**Approval of Meeting Notes**

1. Approved April 30, 2014 meeting notes.

**Meeting Dates and Times:**

1. Meetings will be at 8:30 am on September 5, October 3, November 7, and November 21.

**Department Chair Responsibilities:**

1. The job of a chair is to facilitate the department. Catalog changes, curriculum, scheduling, adjunct management, assisting with the hiring of full-time faculty, administrative assistant mentoring, budget-particularly in operating and travel allocations, scheduling of department meetings, and equipment purchases are all responsibilities of a department chair. Release time of three credits is awarded to perform the duties. This equates to approximately one-fifth of a faculty workload.
2. A sub-committee will be formed to revisit Policy and Procedure No. 3.4, Department Chair Responsibility. The rewriting of the policy is a continuation of work that began last year.

**Guidelines for Departments’ Interactions with Branch and Satellite Center Directors:**

1. The policy describes the interactions between departments and center directors. Chairs were encouraged to review the policy and to become familiar with the processes.

**Tenure/Mentor Policies:**

1. In the past, there has been a poor response rate for submitting tenure-track and mentor reports. There has also been a lack of committee meetings.
2. Committees are required to meet once each during the fall and spring semesters. The department selects a committee member, the faculty member selects one, and the VPAA selects the final member. The form with the rating and then a written narrative is due to the VPAA each semester. It is the responsibility of the tenure-track and mentor faculty to make sure the process is followed.

**Prioritization of Faculty Positions:**

1. All vacant teaching faculty positions must be prioritized through department chairs. The topic will be discussed at the September meeting.
2. The hiring policy passed at faculty senate in May 2014 did not pass President’s Council. Administration will work with the personnel committee to work out the details.

**Long-term Schedule and Scheduling Concerns:**

1. The long-term schedule is a four-year cycle with committed times and delivery methods. The schedule is necessary for programs and general education courses. Departments should be careful not to over commit.
2. Departments that need to enter data for the fourth year will have access August 19 through September 5. Only additions to the fourth year can be made. Departments should not be changing or removing items that have already been committed.
3. There has been a long standing agreement between departments to offer integrative seminars during certain semesters and are reflected in the schedule. The offering of additional seminars may need to be considered to meet the needs of students and the college.
4. Designated time slots for math and English courses were also previously determined. These times should be adhered to when scheduling occurs.
5. Chairs should be looking at class caps concerning IAV courses. VPAA McFarlane assists with this process during the times when chairs are not on campus.
6. Each year we continue to offer more summer courses. Many of these courses are filling up and students would like more. It is up to departments to schedule and find instructors to teach the courses.

**Class Enrollment Sizes:**

1. Courses will need to have an enrollment of 10 in order for them to run. This figure is the break-even point. Upper division courses with low enrollment will be negotiated on a case-by-case basis.

**Program Reviews:**

1. Program reviews for FY 2015 are General Education, Bachelor of Arts in Secondary Education, Bachelor of Social Work, Bachelor of Applied Science in Land Surveying/Geomatics and Developmental Education.

**Strategic Planning and Assessment**

1. Changes and updates need to be made to department strategic plans. Equipment allotment decisions are based upon strategic plans.
2. The VPAA will be meeting with all departments concerning assessment. GBC has to incorporate an annual assessment plan of everything we do. The next accreditation visit will be in FY 2016. Chairs that have not received the TracDat training should make arrangements to do so with Cathy Fulkerson.

**New Degree Process**

1. Areas should be thinking about possible new programs. The process takes approximately one year to complete. The VPAA should be contacted at the beginning of the process for guidance. The NSHE new program proposal should be the first step in the process. All items need to be addressed by GBC before it is presented to NSHE.

**Annual Evaluation**

1. The process is being looked at critically. Administrators had difficulty following through with certain aspects of the process and will be working jointly with the evaluation committee to resolve the concerns.