**Department Chairs Meeting Minutes**

November 30, 2018, 9:00 a.m.

Battle Mountain: BM1, Elko: GTA 128, Ely: GBC 118, Pahrump: PVC 120, Winnemucca: GBC 123

Attending: Lynne Owens, Brandy Nielsen, Laurie Walsh, Mike Elbert, Pete Bagley, Brian Zeiszler, Jennifer Stieger, Reme Huttman, Laura Pike, Angie de Braga, Rita Pujari, Veronica Nelson, Jill Chambliss, Diane Wrightman, Lisa Campbell, Ping Wang, Tom Cunningham, Melissa Risi, Scott Nielsen

1. Call to Order
2. Minutes approved for November 2, 2018
3. New Business
   1. Melissa Risi and Scott Nielsen presented on Final Grade Input Deadline, the Long-Term Schedule and Student Prerequisite Override Process and New Form. They took comments and questions from faculty. It was recommended by the committee to possible have the long-term schedule open for review once each semester and for at least six weeks. Student Prerequisite Override Process and new form was informational only.
   2. Tom Cunningham spoke of the Monday Morning Mentor videos being still available through July 2019. It was approved to distribute these each week and continue the Lunch Bytes for those that would like to share more.   
        
      Tom also talked about the Red Rock Teaching Retreat and the desire to have 6 faculty attend. He was asked to see what funding might be available to assist departments in sending someone, and will send the information about the retreat to all faculty.
   3. Department Chairs Responsibilities were approved as presented.
   4. The committee voted to extend a recommendation to the administration to fill the open Math position as soon as possible. Also, the BAS DIT open position recruitment was approved.
   5. The committee reviewed and approved the Faculty Hiring Priority List from last year. It was recommended that this list be reviewed once each semester for updates.
   6. Information Only: Ping explained the new process for placement exams for those new students that cannot take the exam at the Elko Academic Success Center. There is a new online-proctored exam called Examity for this. There will be an associated fee for taking the exam.
4. Adjourn