

MEETING NOTES
DEPARTMENT CHAIRS' MEETING
Friday, October 3, 2014
Battle Mountain #1, Elko GTA #128, Ely #118, Pahrump #122, Winnemucca #108

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

Absent: Tami Mette (Excused), Carrie Bruno, Diane Wrightman

Guests: Sonja Sibert, Tom Matula, Mary Doucette, Adriana Mendez, Jan King, Jeannie Bailey, Stephen Theriault

Approval of Meeting Notes

1. Approved September 5, 2014 meeting notes.

INT 100 Orientation

1. The plan is to create an interactive online format for the INT 100 course. The content area for the course will blend well within the online environment. It is beneficial to offer certain aspects of the orientation in a live format. It was suggested to separate students according to degree interest for group advisement. Campus tours will still occur along with an introduction to "My GBC". More information on reconstruction of the course will be provided once all aspects have been determined
2. Proposed dates for the spring 2015 orientation are January 10 and 17. A suggestion to offer the orientation on either a Friday or on a weekday in the evening prior to the start of the semester was offered.

NASA Space Grant – Partnership with WNC, TMCC, and CSN

1. Scholarships are available for the Associate of Science degree for the spring 2015 semester. Application information was sent out via email. The program is quite competitive and there is a condensed timeline to submit applications. There are 10 scholarships in the amount of \$4,000 each to be awarded over the next two years.
2. The project will be introduced during the spring 2015 semester. Students accepted into the program will take credit-bearing STEM courses as well as participating in the COP which helps to succeed in college. The project also provides mentoring between faculty and students.
3. The math department along with Dr. Thomas Matula agreed to assist with the program.

Adjunct Faculty – Account Generation Setup

1. A handout was distributed describing practices that were changed due to the network security audit and the implementation of Peoplesoft. The established guidelines are NSHE wide and GBC cannot make changes to them. Adjunct faculty are denied access to the system through a purge process if not employed by GBC for 120 days.
2. Support staff have been instructed to submit payment requests for adjunct faculty as soon as they know the class will run. It is imperative that all new hire documents be completed and submitted to Human Resources. If this process is not followed then payment for instruction of the course and access to the system will be delayed.

Department Chairs' Membership

1. A proposal describing the structure of voting membership was discussed. The following statement concerning the voting structure was proposed:

Voting members of the Department Chairs Committee include the chairs of administrative units that oversee academic courses and the center directors. Ex-Officio members include, but are not limited to, the IAV Coordinator, Director of ASC, and program supervisors. Other GBC employees may attend committee meetings for the purpose of obtaining information that affects their areas of service.
2. Members present agreed with the wording, with the understanding that a more definitive proposal would be distributed and then a resolution would be decided upon.

Prioritization of Faculty Positions

1. Chairs voted to approve the 2015 faculty prioritization list. The list is as follows:

2015 Faculty Priority Recruitments		
Instructor Position	Location	Department
1. Reference Library	Elko	Library
2. Computer Technologies	Elko	Computer Technologies
3. Business	Elko	Business

Possible Positions to be Considered		
Instructor Position	Location	Department
Art	Elko	Arts and Letters
Diesel or Millwright	Winnemucca or Ely	Career and Technical Education
Green Energy (Power Generation/Diesel Electric)	Elko	Career and Technical Education
Green Energy (Solar, geothermal)	Elko	Career and Technical Education
Humanities	Elko	Arts and Letters
Instrumentation	Elko	Career and Technical Education
Land Surveying/Geomatics	Elko	Computer Technologies
Math	Elko	Math
Math	Pahrump	Math
Music/Theater	Elko	Arts and Letters
Nursing	Elko	Health Sciences and Human Services
OSHA/MSHA Mine Safety	Elko	Career and Technical Education
Psychology/Sociology (60%)	Elko	Social Sciences
Social Sciences	Pahrump	Social Sciences
Welding Technology	Elko	Career and Technical Education

Department Chair Responsibilities

1. Progress towards updating the procedure continue and the item will be presented at a future meeting. It was suggested that non-teaching committee members have a separate document describing their responsibilities. Discussion will occur and the item will also be addressed at the next meeting.