

Department Chairs

Great Basin College

Friday, September 11, 2015

Battle Mountain #1, Elko HTC #121, Ely #118, Pahrump #124, Winnemucca #115

AGENDA

Call to Order – Roll Call

Voting Members: Carrie Bruno Meisner – Science, Lisa Campbell – Winnemucca, Jill Chambliss – Battle Mountain, Wendy Charlebois – Social Sciences, Angie de Braga – Continuing Education, Cindy Hyslop – Computer Technologies, Heidi Johnston – Health Science and Human Services, Karen Kimber – Physical Education and Exercise, Veronica Nelson – Ely, John Newman – Math, Russ Orr – Arts and Letters, Tom Reagan – Teacher Education, Rod Sidwell – Career and Technical Education, Glen Tenney – Business, and Diane Wrightman – Pahrump

Ex-Officio Members: Lisa Frazier – Online Education, Robert Hannu – Interactive Video, Meachell LaSalle-Walsh – ABE/ESL, Eric Walsh – Library, and Ping Wang – Academic Success Center

Program Supervisors: Pete Bagley – BAIS/Natural Resources, Amber Donnelly – BSN, Jonathan Foster – BAIS/Social Sciences, and Bret Murphy - BAS

Guests:

- | | |
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| Item #1: Approval of Meeting Notes (August 26, 2015)
Cindy Hyslop | <u>For Possible Action</u> |
| Item #2: Department Chairs' Evaluation Role
Mike McFarlane | <u>Information Only</u> |
| Item #3: Prioritization of Faculty Positions
Cindy Hyslop | <u>For Possible Action</u> |
| Item #4: Hiring Decisions
Wendy Charlebois | <u>Information Only</u> |
| Item #5: Spring Scheduling Meeting
Robert Hannu | <u>Information Only</u> |
| Item #6: Adjourn | <u>For Possible Action</u> |

Department Chairs

Great Basin College

Wednesday, August 26, 2015

Battle Mountain #2, Elko HTC #121, Ely #118, Pahrump #124, Winnemucca #115

Meeting Notes

Call to Order – Roll Call

Members Present: Carrie Bruno – Science, Lisa Campbell – Winnemucca, Jill Chambliss – Battle Mountain, Wendy Charlebois – Social Sciences, Angie de Braga – Continuing Education, Cindy Hylsop – Computer Technologies, Heidi Johnston – Health Science and Human Services, Karen Kimber – Physical Education and Exercise, Veronica Nelson – Ely, John Newman – Math, Russ Orr – Arts and Letters, Rod Sidwell – Career and Technical Education, Glen Tenney – Business, and Diane Wrightman – Pahrump, Lisa Frazier – Online Education, , Meachell LaSalle-Walsh – ABE/ESL, Eric Walsh – Library, and Ping Wang – Academic Success Center

Members Absent: Tom Reagan – Teacher Education and Robert Hannu – Interactive Video

Guests: - Mike McFarlane – VPAA, Teresa Stauffer – Teacher Education, Bret Murphy – BAS, Pete Bagley – BAIS/Natural Resources, and Amber Donnelly – BSN

Item #1: Approval of Meeting Notes

- a. Meeting notes were approved for April 3, 2015.

Item #2: Determination of Chair-of-Chairs

- a. Cindy Hylsop was elected chair-of-chairs

Item #3: Meeting Dates and Times

- a. Friday, September 11 – 9:00 a.m.
- b. Friday, October 9 - 9:00 a.m.
- c. Friday, November 6 – 9:00 a.m.

Item #4: Vice President for Academic Affairs Update

- a. Veronica Nelson, Ely Director and Jill Chambliss, Battle Mountain Coordinator were introduced as new members to the committee

b. Department Chair Responsibilities Policy – Chairs were asked to review the policy to stay up-to-date with the responsibilities of the position. Chairs of departments are facilitators and negotiators; they are to make sure the department runs smoothly and works together. Classes are full and more part-time instructors are needed; this particular issue is a critical need. Updates to the Department Chairs Responsibilities Policy were approved by Faculty Senate; however, the policy still needs approval from President's Council. As a reminder, the general view is that 1 day a week should be designated for department chair duties; this is approximately 20% of a full workload for instructional faculty.

- c. Guidelines for Departments' Interactions with Branch Center Directors Policy – The policy describes the cohesive collaboration between departments and the centers.

d. Prioritization of Faculty Positions – The VPAA recommended that a wish list of at least 10 full-time teaching positions be generated by department chairs. In addition, there is an agreement that if a department loses an instructor that the position be reaffirmed through department chairs to approve the backfill of the position.

The math department will have 2 vacancies; Frank Daniels will finish up this semester and John Newman will be retiring at the end of the academic year. Currently, math full-time faculty are teaching overload equivalent of 1.5 positions. Department chairs voted to backfill the 2 math positions. A recruitment will begin during the fall semester for an instructor to start in spring 2016 and then a recruitment for the 2nd position will begin during the spring 2016 semester. The math department will recommend the locations for the positions.

The VPAA proposed and recommended that an additional English instructor be hired in Elko for the spring 2016 semester; President Curtis supports the proposal. The VPAA explained that the next critical need for instruction is in the English department. Currently, there is workload justification for 2 new full-time faculty positions within the discipline. This year, there is a 4% increase in student fees that will support 2 new instructional positions. The proposed English position will be funded through the student fees and the VPAA will provide more information on the placement of the 2nd position. The recruitment process will take place during the fall 2015 semester for a start date in spring of 2016. Chairs voted to approve the recommendation.

Grant funded – In 2 to 3 years there are approximately 7 positions that will lose their funding source. These positions need to be reviewed and added to the priority list. More information will be provided at the September meeting on grant funded positions and critical instructional needs. GBC is actively searching for additional funding opportunities.

GBC has to start looking outside our borders to hire for part-time instruction. The ratio of 60% percent full-time and 40% part-time instruction is the target goal.

e. Program Assessment – All areas are required to have plans in place for program assessments this year. Faculty that are not assigned to a program may be asked to assist with the general education plan. Assessment is what we do; it's part of the culture. Dr. Linda Uhlenkott will be assisting with the development of assessment plans and will be on campus mid-September. Appointments between Dr. Uhlenkott and programs will be scheduled.

f. IDEA Discipline/Department Codes – Chairs were asked to review the codes. Every class with the same number should be using the same code. Particularly work with the part-time instructors.

g. Annual Performance Review/Program Oversight – The goal is to keep the revisions to the department chair role parallel to the way it used to be done, just more direct on how it's evaluated. There are currently 19 items on the department chair evaluation list with 11 of those items required to meet the satisfactory rating. Chairs were asked to review the items on the list. The VPAA and Deans have put together a suggested plan to simplify the evaluation. The proposal is to have department chairs evaluated in 2 categories. The 1st category will be 70% of the evaluation and will be rated according to the listed duties of the position. The 2nd category will be a survey that will be completed by the faculty within the department and will be 30% of the evaluation. The survey will have only 1 basic question and the rating system will be 1 (does not meet) through 5 (excellent). All results will be confidential. Discussion on the proposal will continue to occur with the evaluation committee.

h. Semester Schedules – Academic calendars for the next 2 years were distributed. The calendars indicate start and end dates for all sessions within an academic year. The VPAA emphasized that

course dates can no longer cross session borders. This is a financial aid requirement and GBC cannot jeopardize federal financial aid funding. All mini-terms and 8-week sessions will end on a Saturday. Full-time faculty teaching courses in the summer and winter sessions will be paid as overload and will not be considered as fall or spring workload.

Item #5: CraniumCafe Implementation

a. Caranium Café is now imbedded into Webcampus courses. Lisa Frazier provided an overview of the program's features and attributes.

Item #6: Additional Items

- a. There is concern that it is taking to long for new part-time instructors to gain access to Peoplesoft and email. It is taking approximately 4 weeks to gain access. The VPAA will pass the concern along to administration.
- b. The online application process for part-time instructors needs improvements. Departments are unaware when applications are received. Many times the applications are in a single file for several disciplines and it's cumbersome to locate items just for 1 area.
- c. Reasonable travel that is planned in advance will be considered by the VPAA and Deans.

Item #7: Adjourn

2016 Priority List – Faculty Positions

2016 Faculty Current Recruitments		
Instructor Position	Location	Department
Math		Math
Math		Math
English	Elko	Arts & Letters

2016 Faculty Priority Recruitment List		
Instructor Position	Location	Department
1		
2		
3		
4		

2016 Faculty Priority Wish List		
Instructor Position	Location	Department
1 Reference Librarian	Elko	Library

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

Grant/Gift/Funded Teaching Faculty Positions

Name	Position	Department	Location	Funding End Date
Dave Douglas	CTE Math Instructor	Career & Technical Education	Elko	9/30/2016
Thomas Bruns	Millwright Technology Instructor	Career & Technical Education	Elko	9/30/2016
Clint Kelly	Electrical Technology Instructor	Career & Technical Education	Elko	6/30/2017
Mike Elbert	Electrical Technology Instructor	Career & Technical Education	Winnemucca	6/30/2017
Rod Sidwell	Instrumentation Technology Instructor	Career & Technical Education	Elko	6/30/2017
Barbara Conton	Nursing Instructor	Health Science & Human Services	Pahrump	9/30/2017
Stacy Rust	Nursing Instructor	Health Science & Human Services	Winnemucca	9/30/2017
David Ellis	EMS/Paramedic Coordinator/Instructor	Health Science & Human Services	Winnemucca	6/30/2018
Dylan Angus	EMS/Paramedic Instructor	Health Science & Human Services	Winnemucca	6/30/2018