

**Great Basin College
FACULTY SENATE 2021-2022
Friday, September 17, 2021**

Bluejeans link: <https://bluejeans.com/998976516/3114?src=calendarLink>

AGENDA

1. **Roll Call**
2. **Call to Order**
3. **Updates from President Helens - None**
4. **Update from Vice President of BA, Sonja Sibert - None**
5. **Updates from Vice President of AA/SA, Jake Hinton-Rivera - None**
6. **Senate Chair Report:** Verbal, Written
7. **Approval of Minutes:** ACTION
8. **Standing Committee Reports:**
 - a. Academic Standards & Assessment.....Written Report
 - b. Bylaws.....No Report
 - c. Compensation & Benefits.....No Report
 - f. Curriculum Review.....Written Report
 - g. Distance Education.....No Report
 - h. Gen Ed Committee.....No Report
 - i. Personnel.....Written Report
 - j. Strategic Planning, ad hoc.....No Report
9. **Unfinished Business:** Information Only
10. **New Business:**
11. **Information Items:**
 - a. Remote work policy
 - b. Equipment Awards - \$300,000 (award process sometime in the fall)
12. **Announcements:**
 - a. Nominations for Vice Chair
 - b. President's All College Meeting – 9/24 at 10:00am
13. **Good of the Order:**
14. **Adjournment..... Action**

Great Basin College
FACULTY SENATE 2020-2021
Friday, May 21, 2021

Bluejeans link: <https://bluejeans.com/648235834?src=calendarLink>

MEETING MINUTES

1. Roll Call - Call to Order

Voting Representatives: Nicholas Cooley, Brandy Nielsen, Norm Whittaker (Proxy), Matt Nichols, Veronica Nelson (Proxy), Laura Pike, Kurt Overall, Oscar Sida (Proxy), Tami Potter (Proxy), Justine Stout, Eric Walsh, Daniel Murphree, Daniel Bergey, David Sexton, Jennifer Brown, Ryan Hathaway, Jennifer Steiger, Denise Padilla (Proxy), Tim Beasley

Absent Voting Representatives: Thomas Bruns, Diane Wrightman, Gerardo Wence-Munoz, Eleanor O'Donnell, Lynette MacFarlan

Other Members Present: Susanne Bentley, Evi Buell, John Rice, Glen Tenney, Kevin Seipp, Madison Arbillaga, Brian Dankowski, Michelle Husbands, Tamara Mette, William Brown, Jennifer Sprout, Geniel White, Xunming Du, Pete Bagley, Rita Pujari, Jonathan Foster, Danny Gonzales, Laurie Walsh, Sidnie Creamer, Jennifer Koopman, Angie de Braga, Kimberly Noah, Brian Zeiszler, Donald Jones, Roger Quijada

2. Updates from President Helens: President Helens went over the Metrics presentation that was given to the Board of Regents in April. She also presented the same power point at the All-College meeting on May 17th.

Of the 4 community colleges Great Basin has the only positive enrollments of; FTE 15% and Head count 26%, CSN currently has enrollments of -31% FTE and -31% Head count, TMCC currently has enrollments of -17% FTE and -14% Head count, WNC currently has enrollments of -13% FTE and -12% Head count.

3. Update from Vice President of BA, Sonja Sibert: Not available for an update.

4. Updates from Vice President of AA/SA, Jake Hinton-Rivera: While there was a 6% decline in enrollment for the spring semester, the overall enrollment remained the same as last year.

The summer enrollment numbers are down about 12% in FTE compared to last year.

The fall semester enrollments have had a good start, FTE is up 13% and the 22% head count. Our sister institutions are currently down for fall enrollments; CSN -31%, TMCC -17%, and WNC -13%.

This Academic year there were some changes to some of the buildings including fixture updates in the Student Life Game room as well as some fixture updates in Student Housing.

The I.D.E.A.S. committee completed their task of developing a college diversity plan.

A technology plan has also been started and is near completion as well.

The curricular review task force has finished their work and the summary will be shared in September. This work has resulted in many changes that were made throughout the academic year.

This summer will be used to develop a template that will allow the committee to move quickly this fall on a new strategic plan that will guide the work and goals.

There have been some faculty and staff retirements and resignations that were expected before the end of the academic year and they are already working on filling those vacancies.

5. Senate Chair Report:

Verbal, Written

Leadership Council met April 20th, the following item was recommended by Faculty Senate and approved at the meeting: the 3 changes from Curriculum review.

Council of Chairs: the monthly meeting with the Chancellor and NSHE staff was held on May 6th.

The meeting was mainly an update on Legislative issues; at the time of the meeting the 12% reductions were finalized, there is a possible late July special session, merit pay was discussed there is no money from the legislature, but institutions are allowed to budget 1%.

July 1st is the target date to have all employees back on campus that have been working remotely and campuses should work to create flexible work policies.

The student vaccine mandate can not be done since the vaccine is under emergency use, if approved by the FDA a mandate will be considered for students.

International travel will have to be approved by the Chancellor and the Governor.

NSHE ad-hoc Fiscal Sustainability Committee next meeting is May 27th at 1pm.

Faculty Senate Vice Chair nominations: Donald Jones was the only nominee and has accepted the position.

6. Approval of Minutes: ACTION

Eric Walsh motioned to approve the meeting minutes of April 16th. Justine Stout seconded the motion. Motion passed.

7. Standing Committee Reports:

- a. Academic Standards & Assessment.....No Report
- b. Bylaws.....Written, Verbal Report, **Action**

Bylaws revision of Article VII pertaining to Senate committees, this is the rewording and restructuring of the Distance Education committee; changing its name to Instructional Technology and rewording the bylaws language itself for charges and composition.

Daniel Bergey motioned to approve the Bylaws changes. Daniel Murphree seconded the motion. Motion passed.

- c. Compensation & Benefits.....Written, Verbal Report, **Action**

Compensation and Benefits has been tasked with finding an equitable option for the online multiplier and also looking at the overload per credit rate, which was established in 2011 at \$750.00 and has not been reviewed since then. The committee also looked at the part time instructors per credit rate of \$800.00, it is higher than full time. The committee has made the recommendation to replace the online multiplier with increasing the per credit rate to \$850.00 for lower division and \$1062.50 for upper division. This change requires the approval of the Chancellor's office and the Board of Regents.

The committee felt strongly that all class have a strong online component and it is no longer online versus live classes anymore; there are hybrid, IAV, and all the classes now have a component of online. The committee also recommended that the section sizes be increased to 30 students, and for additional sections of the same course in the same semester. If there is more than 30 students and more than 10 in that additional section, you would be paid for a full section. If it falls below 10, from 1-9, it would be run as an independent study.

The committee recommends additional pay for redeveloping of existing classes, for an example a live course going to an online format. It is expected that each faculty member has to update their courses yearly, this additional pay would be for beyond and above that and would need to be discussed with the Dean.

Included with these implementations a review a year from now and then add to the policy that the compensation rate for overload pay is to be reviewed every two years. The rate increase to be implemented July of 2021.

The committee recommends changing the verbiage of the Workload policy. The committee proposes removing all wording related to the online multiplier and calculations. As well as remove the word telecourse because we no longer offer those.

The committee recommends for the faculty that have to oversee student teachers increasing the workload from 1 to 1.5 if a student it moved into a long-term substitution position. As well as the new substitution policy.

Dave Sexton made a motion to table the item. Daniel Bergey seconded the motion to table the item. Daniel Murphree asked for discussion as to why the item is being tabled. Dave Sexton presented the following reasons:

The Social Sciences Department requests that this action item be tabled until such time that it can be adequately reviewed by GBC Faculty and voted on by the full Faculty Senate Compensation and Benefits Committee.

It is the opinion of the department's members that this action item should not receive a Faculty Senate vote at this time, for the following reasons:

- The proposed changes are significant and have not been properly reviewed and vetted by faculty. One week at the close of the semester when faculty are engaged in grading, assessment and other teaching related activities is clearly not a good time nor adequate time to review such an important policy recommendation as it relates to pay and workload.
In the spirit of transparency and shared governance all faculty should have ample opportunity to review and discuss any changes to workload and pay prior to a vote by Faculty Senate. It is incumbent that a broader discussion takes place.
- The subcommittee formed by the Faculty Senate Chair proposed these changes to workload policy. However, the full committee never voted on moving this item forward as an action item. The full committee should have reviewed this proposal. This was a sub-committee of Compensation and Benefits, not an independent ad hoc committee. Shared governance also applies in faculty discussion--a broader discussion should have occurred with the entire committee before this proposal was forwarded as an action item.
- A major part of this recommended policy (Section 1) relates to the issue of establishing equity across all teaching modalities and faculty. Yet the subcommittee formed by the Faculty Senate Chair was not representative of the faculty population. The subcommittee did not include representatives from the Arts and Sciences Division (Arts and Letters, Library, Math, Social Sciences, Science) or part-time faculty. The full Compensation and Benefits Committee includes multiple members from the Arts and Sciences Division, however none of those members were appointed to the subcommittee.
- This proposal contains six separate and very complex workload and pay issues. In each section there are areas that require further clarification, consideration, and discussion. Faculty need more time to do this. One week at this point in the semester is inadequate.

Daniel Bergey added that Dave's comments reflected his own comments as well as most of his department's. Brandy Nielsen agreed that there was not enough time to vet such an important complex policy. Kevin Seipp called for a roll call vote:

Nicholas Cooley = Aye	Brandy Nielsen = Aye	Norman Whittaker (Proxy) = No response
Matt Nichols = Aye	Veronica Nelson (Proxy) = Aye	Laura Pike = Abstain
Kurt Overall = Nay	Oscar Sida (Proxy) = Nay	Tami Potter (Proxy) = Aye
Justine Stout = Aye	Eric Walsh = Aye	Daniel Murphree = Aye
Daniel Bergey = Aye	David Sexton = Aye	Jennifer Brown = Aye
Ryan Hathaway = Aye	Jennifer Steiger = Aye	Denise Padilla (Proxy) = Aye
Tim Beasley = Abstain		

The motion to table the Compensation and Benefits workload policy passed with Nay votes, 2 Abstain votes, and 14 Aye votes.

- f. Curriculum Review.....Written Report
- g. Distance Education.....No Report
- h. Gen Ed Committee.....Written Report

- i. Personnel.....No Report
- j. Strategic Planning, ad hoc.....No Report

8. Unfinished Business: Information Only

- a. Resolution on course delivery format for fall semester – Brian Zeiszler and Kevin Seipp met with VP Rivera last week to discuss this and there has not been a formal decision on course delivery for the fall semester. We are moving forward with the last update to proceed with hybrid or online models currently. It is a dynamic situation and can change any time.
- b. Evaluation Considerations: Tabled from the last meeting so it could be discussed with departments. A proposal was made at the previous meeting to change the evaluation process due to the pandemic to allow for consideration due to special conditions. Dave Sexton motioned to approve the changes to the faculty evaluation process. Daniel Murphree seconded the motion. 2 Abstain votes. Motion passed.

9. New Business:

10. Information Items:

- a. IDEAS Task Force update: The task force spent the year developing a plan and has come up with an overall philosophy statement and a 2-year action plan. The taskforce will be composed of 5 main sub committees with specific goals in mind. The executive group will consist of the chairs from the sub committees and other individuals that are important to projects that will be for 2023 and beyond. This includes working towards the designation of an HSI which includes Title IV funding.

11. Announcements:

- a. Look for Committee Assignments within the next week (Revision 1) – the first draft will be out sometime next week.

12. Good of the Order:

The library summer hours will be from 9am – 1pm. The project for the new library system will be live June 22 and more information will be coming out for the new discovery area.

Jennifer Brown reminded everyone that grades are due on the 25th. Virtual commencement is tomorrow noon.

Ryan Hathaway announced the student award winners.

Jennifer Steiger announced that the fitness center is open for the summer and there is also live and zoom classes available.

Donald Jones announced that Rapid Identity will be going through an upgrade Monday morning.

13. Adjournment..... Action

Academic Standards and Assessment Committee

Chair Report to Committee

Sent to committee members on 2 Sept. 2021

The GBC Assessment Committee merged with the Academic Standards Committee in 2019.

You will find the charges for this committee below.

This report intends to inform committee members of some areas our committee will likely work on this year and request feedback on the best methods and times for meetings.

ASSESSMENT

Last year, the faculty senate chair asked our committee to review the course assessment process. I did not get any further information or direction for what changes were requested or what was expected of our committee.

I will be meeting with Dean Mary Doucette to get clarification and will report back to the committee.

From the limited information I have, I think that the request to revise the course assessments is to align the assessments with these NWCCU directives regarding the assessment of academic programs and courses:

1. Assessment methodologies and tools that are accurate, relevant, clear and reflective of student performance and achievement.
2. Assessments that are usable in effecting change at all levels of an institution.

Revising our course assessments to align with the same assessment used by the General Education Program would move us toward these goals. The actions to emphasize are: relying on measurable data to assess student learning outcomes and the success of a course and providing reliable data for institutional assessment. The following language from the "Assessment Structure" section of the Gen Ed Committee's Five Year Plan document explains this further:

"The best method of producing assessment data . . . would allow instructors/departments to design assessments for . . . courses that are of value to the instructor and the department but also useful for assessment at the institutional level."

The General Education Committee's guidelines focus on "observable demonstrations of student learning, utilize[ing] appropriate general education outcomes, [and] contain[ing]

Commented [BKZ1]: I would hope this would be an ongoing process to see if this process is effective. It would be good for the committee to do some initial reconnaissance on this component. Get a sense from Deans and Departments about the process. What is working and what may not be. This would also address the charges c, d, e, and f.

quantifiable data, etc. etc.) but allow individual faculty and departments to determine the precise methods of assessment within their courses.”

As I stated earlier, I am still researching what changes are requested for the Course Assessment Reports, but our committee will be working this year on creating an assessment report that emphasizes concrete, observable data and produce usable data to the institution regarding student achievement of student learning outcomes for courses at GBC.

If any of you are members of the General Education Committee, please share any insight on this.

GRADE APPEALS

I have already received a request from a student for a grade appeal hearing. I sent the request back to the student because she had not filed a formal complaint, and the student only sent a group of emails and records of grades with no context or an indication of the change the student is requesting.

If the student files a formal complaint, I must respond to her within 15 days of the receipt of the written complaint and arrange a hearing with the student, the instructor, and a full or quorum meeting of the Academic Standards Committee. So, I may be contacting all of you to arrange a grade appeal hearing.

PLAGIARISM POLICY

At the end of last semester, Dean Doucette requested that our committee write recommendations for a plagiarism policy that GBC could adopt. I will get more information on this.

MEETING DAYS AND FORMAT

Please let me know if you prefer to meet in person or via Zoom. For me, Zoom works best. When we have our first meeting, I will send out a Doodle poll to find the best day and time for everyone to meet.

COMMITTEE CHARGES

If you are new to the committee, here are our charges:

Commented [BKZ2]: Let me “sit down” with Jake and iron out this aspect. Next month may be a good time for him and I to discuss this aspect of the assessments and the processes that revolve around their curation, etc. Next semester we may be able to devote some committee time to this more nuanced task.

Academic Standards and Assessment

Charges:

- a. Review and/or recommend policies on academic standards such as, grading, course or semester forgiveness, and academic dishonesty;
- b. Conduct grade appeals as detailed in GBC Policy;
- c. Provide policy guidance on course and program level student learning outcomes and assessment issues;
- d. Establish and/or review the program evaluation process and results, in conjunction with the appropriate dean;
- e. Evaluate course and program level assessment processes and make recommendations as needed;
- f. Communicate with the appropriate deans in order to coordinate assessment issues;
- g. Review and make recommendations on other topics as assigned by the Faculty Senate Chair, the Faculty Senate Executive Board, or the Faculty Senate Body;
- h. Recommends policies regarding grade appeals, admissions, transfers, and general academic regulations;
- i. Reviews departmental recommendations regarding requests for nontraditional credit;

Composition:

- j. Representation should come from academic faculty with broad participation from programs and departments;
And the Vice President for Student and Academic Affairs or a designee shall be the ex-officio member of this committee.

Submitted to the Academic Standards and Assessment Committee on Sept. 2, 2021

Susanne Bentley, Chair

We will be meeting on Thursdays at 3:45 pm via Zoom. Our first meeting was cancelled because the courses had not been submitted for common course numbering. We have 5 ECE new class forms to review at our meeting this week.

Dorothy Callander

The Personnel Committee has no update for faculty senate this month as we haven't yet met. However, we do have plans to finalize the policies we were working on last year including the Tenure Policy and the Recruitment and Selection of Professional Staff Policy.