**AGENDA**

**DEPARTMENT CHAIRS’ MEETING**

Monday, September 9, 2013 at 1:00 pm

Battle Mountain #4, Elko HTC #123, Ely #105, Pahrump #115, Winnemucca #110

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|  | AGENDA ITEM | PRESENTER |
| 1. | Approval of Meeting Notes | Pete Bagley |
| 2. | Eight-week Alternate Schedule | Pete Bagley |
| 3. | Degrees for International Students | Janice King |
| 4. | Physical Presence on Campus   1. Each faculty is required to schedule and post a minimum of 5 office hours per week for student consultation and academic advising. 2. Each faculty is expected to have as many as 20 student advisees at any given time as part of normal teaching duties. 3. Availability for Faculty Senate committee assignments is required. 4. Faculty must be on campus not less than 35 hours per week to perform their duties, unless assigned off-campus duties contributing to the total of 35 hours per week. 40 hours per week shall be the primary basis for determining the workload of non-instructional faculty.   (5.21 Faculty Workload Section Item A-“B” Contract, Full-time Faculty Position – 1.0 FTE) | Pete Bagley |
| 5. | Volunteers for Sub-Committees   1. Department Chair Responsibilities Policy 2. Guidelines for Departments’ Interactions with Branch Campus and Satellite Center Directors Policy | Pete Bagley |
| 6. | Prioritization of Faculty Positions (handout) | Pete Bagley |
| 7. | Additional Items as Time Permits |  |

Next meeting is Monday, September 30 at 1:00 pm