**Department Chairs’ Meeting Minutes**

November 12, 2010

Battle Mountain - #4; Elko- EIT #203; Ely - #118; Pahrump – PVC #122; Winnemucca - #202

Began: 9:37 a.m.

**Present**: B. Hofland, P. Bagley, A. deBraga, A. Donnelli, M. Doucette, D. Ellefsen, P. Fox, D. Gonzales,   
T. Matula, C. Mitchel, B. Murphy, E. Nickel, L. Uhlenkott, D. Wrightman sitting in for B. Verbeck

**Missing**: L. Campbell, N. Cavanaugh, X. Du, L. Frazier, D. Freistroffer, M. LaSalle-Walsh, M. Swetich, B. Verbeck, N. Whittaker

**Guest**: L. Walsh

1. Evaluation Committee – Adjunct Evaluations (L. Walsh)

Evaluation Committee handouts: Minutes dated Wednesday, October 27, 2010 and Guidelines for

Departments’ Interactions with Branch Campus and Satellite Center Directors

The Evaluation Committee has been establishing a range for final scores for faculty evaluations. The scale was proposed and given to Dr. McFarlane, who is currently reviewing it. They also submitted it to the Personnel Committee to determine how it will be utilized in the tenure process.

Department chairs expressed concerns over how the scale was determined. Tenure track faculty would have to earn an exceptional rating, which raises concerns with the scale. We would like more information about the process of how the scale was built.

Department chairs expressed concerns about merit pay and the scale. The current process would not convert well to a merit system. If a merit system comes to fruition, we recommend the entire evaluation process be revisited.

Dr. McFarlane has requested that center directors receive written comments from the IDEA

Student Rating Form for adjunct faculty.

Majority consensus is against center directors having access to written comments on the IDEA forms for adjunct faculty. L. Walsh reported that the people who work with IDEA forms cautioned against making written comments available to people other than the instructor. P. Bagley believed department chairs needed to oversee adjunct faculty evaluations.

Further discussion: Policy & Procedures, Policy No. 3.3, Section 3.0 Hiring and Oversight of Adjuncts. The policy states, “The department chair will oversee the evaluation of adjuncts according to the adjunct evaluation policy.” Because of this policy, chairs believe the comments should go strictly to instructor and department chair. Should anyone else see them, privacy issues would be violated. Policy is fine as written and needs to be implemented. Department chairs may designate someone to complete an observation, but it is the department chairs’ responsibility to complete the final stage of the evaluation process which includes student evaluations.

L. Uhlenkott moved to recommend to the VPAA that policy as written be implemented completely and that particular attention be paid to the hiring and oversight of adjuncts. The comments from IDEA Student Rating Forms for adjuncts will go to department chairs. Department chairs will communicate directly with the center directors about adjunct evaluations and rehiring. A. Donnelli seconds, all in favor, no opposed, sustained.

Susanna Dorr revised the Department Chair Form based on our recommendations from last

year; please review.

2. APA/MLA (L. Uhlenkott):

The English department has received several questions whether or not they are teaching APA & MLA in ENG 102. Yes, the English department teaches both. Some programs require APA and others require MLA. The concern was whether both need to be taught or whether the campus should adopt one style. Each style is required for different professions. Barbra Moss volunteered to create an APA module for students taking upper division courses. Students would have access to the module or an instructor could visit classes and teach APA. English department volunteered to continue teaching MLA and APA. Module idea was preferred. It will be created in Webcampus. A style sheet and tutor will be available. Linda will look into having it available on the GBC website for those who do not use Webcampus.

3. Process for Prioritizing Faculty Positions (B. Hofland):

Email message distributed by B. Hofland:

Considerations expressed while determining prioritizations (11/8/10)

Accreditation requirements, lack of a program, many programs, clinical section size limits, internships, lab section size limits, ability or willingness to take “K” sections, danger/safety in classes, FTE/full-time faculty, number of graduates in programs.

Dr. McFarlane asked Department Chairs to create a new list of faculty positions and prioritize them.

* 1. First suggestion was to determine a process for prioritizing positions. P. Fox suggested that a list of GBC core values be created.
  2. Data should be collected. A variables list will be built to analyze each department. Each department chair will meet with his/her faculty and brainstorm ideas. As a committee, we will create a common list. Using the common list, we will request data for each department. We will also create a common list for GBC core values.
  3. After developing the list, we will ask for data from the IR Director and from each department chair. Carl, Sonja, and Mike will be invited to the meeting for discussion.

4. Additional items: - None

5. Next meeting: Friday 12/3/2010

Adjourned: 11:11 a.m.