**MEETING NOTES**

**DEPARTMENT CHAIRS’ MEETING**

Wednesday, August 21, 2013 at 9:00 am

Battle Mountain #2, Elko HTC #123, Ely #118, Pahrump #122, Winnemucca #115

**Present:** Pete Bagley, Beth Clifton, Angie de Braga, Tami Gailey, Robert Hannu, Teresa Howell, Cindy Hyslop, Karen Kimber, John Newman, Earl Owen, Tom Reagan, Ami Rogers, Gretchen Skivington, Mary Swetich, Glen Tenney, Eric Walsh, Meachell Walsh, Diane Wrightman

**Absent:**  Danny Gonzales

**Guests:** Sonja Sibert, Mike McFarlane, Jonathan Foster, Stephen Theriault, Bret Murphy

**INT 100 Orientation**

1. Volunteers were secured for the faculty portion of the INT-100 Orientation. Chairs were encouraged to provide department/program representation for the afternoon advising session.

**Determination of Chair-of-Chairs**

1. Pete Bagley was selected as the chair-of-chairs for the 2014 academic year.

**Lab Fee Audit**

1. The internal audit department from NSHE performed a lab fee audit on GBC. Recommendations from the audit were: 1.) GBC needs a formal written procedure on how lab fees are determined, the use of each lab fee, and an approval process, 2.) A formal procedure describing an annual lab fee review, and 3.) A list of lab fees for all courses be published for public view. Departments will be asked to create a list of courses along with the respective lab fees and their purposes.
2. Lab fees $50 and over must be approved by the Board of Regents. The approval process will take place during at the December Board of Regents’ meeting. Chairs were asked to submit any lab fee increases to the VPBA by the first of October.
3. Lab fees are to be used only for student use, not instruction. The Board of Regents are looking closely at lab fees. The general rule is that lab fees must be used within the semester for the course they are associated with. There are some circumstances when lab fees are saved up to purchase licensing and software.
4. Lab fee accounts role over each year. Departments should keep the role over amount to less than $1,000.
5. Student lab fees can be used to employee student workers that work within the program. This includes facilitators and lab assistants.

**Purchasing Violations**

1. When a violation occurs, the person responsible for making the violation is required to write a memo explaining the situation and what practices have been put in place to avoid the issue in the future. The VPAA is required to approve all memos of explanation for academic areas. It is not the responsibility of the department support staff to write the memo. If a particular department or employee continues to violate the procedure then disciplinary action may occur.
2. All purchases must have prior approval. Pre-approval is obtained within the department prior to submitting to the Controller’s Office.
3. DPO’s only require one signature approving a purchase, even if there are multiple signers.
4. A DPO cannot be used for one order and then again for a second order. Each transaction requires a separate DPO.
5. Food and recruiting materials cannot be purchased using operating or lab fee accounts.

**Prioritization of Faculty Positions: Agenda item for September**

1. Teaching faculty positions are prioritized each year by department chairs. The list is presented at Faculty Senate for approval and then to President’s Council for final approval. The VPBA will notify department chairs by mid-October if positions will be available to hire. Chairs would then prioritize the positions accordingly using the variables for prioritizing faculty positions criteria. When a position is vacated, it is not automatically backfilled. It is very probable that no new positions will be funded.
2. Three tenure-track faculty positions, nursing (Delene Volkert), diesel (Michael Whitehead), and human services (Dr. Darius Cooper), have been filled.
3. Department chairs will discuss the list approved by last year’s committee at the September meeting. Not included in the current list are the vacated elementary education and theater tenure-track positions.

**Eight-week Alternate Schedule: Needs to be approved by Faculty Senate**

1. Last year chairs voted to incorporate an 8 week alternate schedule; the proposed schedule allows for 2 short-term mini sessions within the 16 week semester. The schedule also allows for mini-sessions during the winter break and summer semester. The proposed alternate schedule was taken to Faculty Senate during the May 2013 meeting and received a sense of the senate vote; however, was never formally voted on by Senate. Chair Bagley will reintroduce the item as an action item at the August 30 Faculty Senate meeting.
2. The VPAA cautioned chairs to be judicious in the scheduling of courses during the alternate sessions.
3. For workload purposes, the first summer session will be paid as a summer course using the summer pay schedule. The second summer session will be a part of the fall semester. Courses taught during the second session will be included as part of fall workload for both full-time and adjunct faculty.
4. There are still obstacles that need to be worked out; mostly the financial aid component. Class sizes will need to be monitored; they will have to meet the minimum enrollment required for courses.

**National Endowment for the Humanities Grant (NEH)**

1. VPAA McFarlane provided a brief summary of the National Endowment for the Humanities Grant (NEH). GBC was awarded $500,000; however the college must match the award over a five year period. A summary of the items discussed were:
2. Integrate humanities into programs and courses.
3. Creation of an online crossroads portal accessed through the Library website. The virtual humanities center will serve as a clearing house repository that will link GBC humanities activities with community partners and social media.
4. Creation of a humanities teaching toolkit. The teaching toolkit will provide information concerning professional development for humanities instruction, teaching ideas and opportunities to incorporate humanities into the classroom.
5. Refurbish of Humanities 101. The course will be considered as a freshman humanities course; essentially for all associate degree programs.
6. Secure resources to fund a faculty position.
7. Establish a central theme each year that will connect the integrative seminars with courses and presentations.
8. Representation on the NEH Advisory Board from all disciplines is recommended.
9. A five-year strategic plan will be designed to set goals and dates.

**Class Sizes**

1. Formula funding has really changed; there is no longer a rural factor. Funding will now be based on completion. “F” does count as a completion. Students have to withdrawal by the 60% drop deadline to receive a “W”. After the 60% deadline students will be assigned an “F”. The discussion on the “FN’ continues and more information will be forthcoming. The object of the new funding formula is to “fund for success”.
2. The implication for the future could be that enrollment at the beginning of the semester will be increased so that enrollment at end of the semester will be also be higher to receive the funding that is needed to function.

**Program Reviews**

1. Program reviews for Developmental Education, Community Service/Continuing Education, Computer Technologies, and Early Childhood Education are due for this year.

**Department Chair Responsibilities and Interactions with Centers Policies**

1. The policies describing “Department Chair Responsibilities” and “Guidelines for Departments’ Interactions with Branch Campus and Satellite Center Directors” require revisions. The basic concepts remain the same; however, there are some changes that need to be updated. Chairs will discuss the policies at the next meeting. The VPAA will submit changes to Chair Bagley.

**Meeting Dates and Times for Fall 2013**

1. Chairs will decided on meeting dates and times for the fall 2013 semester through email.