**MEETING NOTES**

**DEPARTMENT CHAIRS’ MEETING**

Monday, September 30, 2013 at 1:00 pm

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

**Present:** Pete Bagley, Lisa Campbell, Beth Clifton, Angie de Braga, Tami Gailey, Danny Gonzales, 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 LaSalle Walsh, Diane Wrightman

**Absent:** n/a

**Guests:** Sonja Sibert, Thomas Matula, Stephen Theriault

**Approval of Meeting Notes**

1. Approved.

**Student and Special Course Fee Policy and Procedures**

1. Vice President Sibert presented the “Student and Special Course Fee Policy and Procedures”. The procedure was put into place to address lab fee audit concerns. Chairs approved the procedure and it will be presented at the next Faculty Senate meeting.
2. Requests for special course fees over $50 are due to the VPBA by October 8, 2013.
3. A list of all lab fees, by department, is due to the VPBA by November 15, 2013. The master list of lab fees will be maintained by the VPBA for the institution.

**Physical Presence on Campus**

1. Chair Bagley reported that there is no longer a seat time requirement in the NSHE policy and procedures. The policy leaves the decision up to the individual institutions.
2. The TMCC policy states that faculty are engaged in 5 hours of student office hours, 5 hours of institutional service, and 10 hours of grading and course development. The remaining 15 hours are considered teaching hours.
3. Chairs Hyslop and Bagley will work on a proposal and present it to the group at the next meeting.

**Guidelines for Departments’ Interactions with Branch Campus and Satellite Center Directors Policy**

1. Chairs approved the proposed updates to the policy. The item will be presented at the next Faculty Senate meeting.

**Prioritization of Faculty Positions**

1. Dr. Jim Elithorp has resigned his position at GBC as the Land Surveying/Geomatics professor. Before a decision can be made to fill the position more information must be gathered.
2. The Fine Arts and Humanities department made a compelling case to fill the Theater/Music position. A possible route to consider would be to fill the position as Theater/Humanities. Chairs agreed that the position is needed and should be placed at a higher level on the prioritization list.
3. The Math department agreed that the two positions currently on the recruitment list for Pahrump and Elko could be ranked at a lower level on the prioritization list.
4. The Career and Technical department reported that the Millwright position could possibly be grant funded and therefore be prioritized at a lower level as a state funded position. The Instrumentation position is still needed because of the increased student enrollment. Dean Murphy is looking at the possibility of securing funding for the position; however, no plans have been confirmed.
5. Chair Bagley is hoping to provide more information in the future once the Budget Task Force has met and begins the planning process to accommodate the budget shortfall for next year. No decisions were made.

**Faculty Senate Representation**

1. Cindy Hyslop agreed to represent Department Chairs at Faculty Senate.

**Interactive Video Scheduling for the Centers**

1. Center Directors will be meeting at the Elko campus on October 2nd and 3rd to discuss interactive video classes. They are looking forward to meeting with the departments.